

2 Conditions for Mailing

210 Global Express Guaranteed

211 Description

211.1 General

Global Express Guaranteed service is an international expedited delivery service provided through an alliance with DHL Worldwide Express, Inc. It provides reliable, high-speed, guaranteed, and time-definite service from selected post offices in the United States to a large number of international destinations. (See Countries and Cities Served Section of Publication 141, *Global Express Guaranteed Service Guide*, for destination service commitments.) Global Express Guaranteed delivery service is guaranteed to meet the specified service standards or the postage paid may be refunded. Liability insurance is provided for lost or damaged shipments. See 215.5.

211.2 Allowable Contents

Documents and general correspondence (non-dutiable items) and non-documents (all dutiable items including merchandise) may be shipped using Global Express Guaranteed service. See 212 for classification and rate treatment of specific shipments based on content. The allowable contents for Global Express Guaranteed shipments may also be restricted by the destinating country. Refer to Publication 141 for the definition of allowable contents for each destinating country. Senders are responsible for determining if their item is allowable despite any statement made in Publication 141, Global Express Guaranteed Website, or by a postal employee or the Postal Service's agents.

212 Mail Classifications

212.1 Global Express Guaranteed Document Service

The Global Express Guaranteed Document service mail classification is for shipments that contain only documents and general correspondence for which no duty is assessed by the customs authority of the destinating country (non-dutiable shipments). Packages shipped by Global Express Guaranteed Document service are sealed against inspection by the Postal Service or

other U.S. agencies and authorities. These Document service shipments may be subject to inspection in the destinating country for purposes of compliance with the customs requirements of the destinating country. The postage rates applicable to Document service shipments are set forth in 216.1 and are separate and distinct from the postage rates for Non-Document service.

212.2 **Global Express Guaranteed Non-Document Service**

The Global Express Guaranteed Non-Document service mail classification is for shipments that do not contain documents or general correspondence and for which duty may be assessed by the customs authority of the destinating country. Merchandise and all other dutiable items may be shipped using only this Global Express Guaranteed classification. Non-Document service shipments are not sealed against inspection under 39 U.S.C. 3623(d). Non-Document service shipments will be subject to inspection by the Postal Service and its designated agents for purposes of aviation (air) security and to determine that the contents are eligible for shipment via Non-Document service and that the contents are adequately declared on the Global Express Guaranteed Air Waybill/Shipping Invoice to permit expedited customs clearance. These Non-Document service shipments may also be subject to inspection in the destinating country for purposes of compliance with the customs requirements of the destinating country. Non-Document service is not available to some countries to which Document service is provided. See the listing of destinating countries in 213.2 for specific availability. The postage rates applicable to Non-Document service shipments are set forth in 216.2 and are separate and distinct from the postage rates for Document service.

213 **Service Areas**

213.1 **U.S. Origins**

Global Express Guaranteed items must be entered through selected post offices that are located in the following ZIP Code areas (check with your local post office or review Publication 141 for a participating post office near you):

State	Code	ZIP Code Areas
Alabama	AL	352, 356–358, 361–362, 366, 368
Arizona	AZ	850, 852–853, 857
Arkansas	AR	722–723
California	CA	900, 902–908, 910–918, 920–921, 926–928, 934, 936–937, 939–941, 943–951, 954
Colorado	CO	800–803, 805–806, 808–810
Connecticut	CT	060–069
Delaware	DE	197–199
District of Columbia	DC	200, 202–203, 205
Florida	FL	320–323, 326–338, 342, 344, 346–347
Georgia	GA	299–319

State	Code	ZIP Code Areas
Illinois	IL	600–620, 622, 625–627, 629
Indiana	IN	460–479
Iowa	IA	500–507, 510–511, 515–516, 520, 522–528
Kansas	KS	660–662, 667, 674, 676
Kentucky	KY	400–406, 410–416, 421–424, 427
Louisiana	LA	700–701, 703–704, 707–708
Maine	ME	039–041
Maryland	MD	206–212, 214, 217, 219
Massachusetts	MA	010–027
Michigan	MI	480–497
Minnesota	MN	550–551, 553–554, 558–563
Mississippi	MS	383, 386–392, 394–397
Missouri	MO	630–631, 633, 636–641, 644–648, 654–658
Montana	MT	591
Nebraska	NE	680–681, 685–687
New Hampshire	NH	030–034, 038
New Jersey	NJ	070–089
New Mexico	NM	871
New York	NY	100–101, 103–149
North Carolina	NC	270–282, 286
Ohio	OH	430–458
Oklahoma	OK	730–731, 734–738, 740–741, 743–748
Oregon	OR	972
Pennsylvania	PA	150–168, 170–176, 178–179, 189–191, 193–196
Puerto Rico	PR	006–007, 009
Rhode Island	RI	028–029
South Carolina	SC	297–299
South Dakota	SD	570–571
Tennessee	TN	370–374, 376–385
Texas	TX	750–756, 759–764, 768–770, 772–778, 780–782, 784, 786–788, 791, 794–796, 799
Utah	UT	840–841, 843–847
Vermont	VT	054, 056
Virgin Islands	VI	008
Virginia	VA	201, 220–227, 230–239
Washington	WA	980–985, 988–989
West Virginia	WV	250–257, 260, 267
Wisconsin	WI	530–532, 534, 540, 546–548
Wyoming	WY	820

213.2 Destinating Countries and Rate Groups

Global Express Guaranteed service is available to the following destinating countries and territories. For rate purposes, countries have been placed into one of eight rate groups.

Country	Document Service Rate Group	Non-Document Service Rate Group
Afghanistan	No Service	No Service
Albania	8	8
Algeria	8	8
Andorra	6	6
Angola	8	8
Anguilla	3	3
Antigua & Barbuda	3	3
Argentina	5	5
Armenia	8	8
Aruba	3	3
Ascension	No Service	No Service
Australia	4	4
Austria	6	6
Azerbaijan	8	8
Bahamas	3	3
Bahrain	7	7
Bangladesh	7	7
Barbados	3	3
Belarus	8	8
Belgium	3	3
Belize	5	5
Benin	8	8
Bermuda	3	3
Bhutan	5	5
Bolivia	5	5
Bosnia-Herzegovina	8	8
Botswana	8	8
Brazil	5	5
British Virgin Islands	3	3
Brunei Darussalam	8	8
Bulgaria	8	8
Burkina Faso	8	8
Burma (Myanmar)	8	8
Burundi	8	8
Cambodia	8	8
Cameroon	8	8
Canada	1	1
Cape Verde	8	8
Cayman Islands	3	3
Central African Republic	8	8
Chad	8	8
Chile	5	5
China	4	4

Country	Document Service Rate Group	Non-Document Service Rate Group
Colombia	5	5
Comoros	8	8
Congo, Democratic Republic of the	8	8
Congo, Republic of the (Brazzaville)	8	8
Costa Rica	5	5
Cote d'Ivoire (Ivory Coast)	8	8
Croatia	8	8
Cuba	8	No Service
Cyprus	7	7
Czech Republic	8	8
Denmark	6	6
Djibouti	8	8
Dominica	3	3
Dominican Republic	3	3
Ecuador	5	5
Egypt	7	No Service
El Salvador	5	5
Equatorial Guinea	8	8
Eritrea	8	8
Estonia	8	8
Ethiopia	8	8
Falkland Islands	5	5
Faroe Islands	6	6
Fiji	5	5
Finland	6	6
France	3	3
French Guiana	5	No Service
French Polynesia	8	8
Gabon	8	8
Gambia	8	8
Georgia, Republic of	8	8
Germany	3	3
Ghana	8	8
Gibraltar	6	6
Great Britain & Northern Ireland	3	3
Greece	6	6
Greenland	6	6
Grenada	3	3
Guadeloupe	3	3
Guatemala	5	5
Guinea	8	8
Guinea-Bissau	8	8
Guyana	5	5
Haiti	3	3
Honduras	5	5
Hong Kong	3	3
Hungary	8	8
Iceland	6	6

Country	Document Service Rate Group	Non-Document Service Rate Group
India	7	7
Indonesia	4	4
Iran	7	No Service
Iraq	No Service	No Service
Ireland (Eire)	3	3
Israel	7	7
Italy	3	3
Jamaica	3	3
Japan	No Service	No Service
Jordan	7	7
Kazakhstan	8	8
Kenya	8	8
Kiribati	8	8
Korea, Democratic People's Rep. of (North)	No Service	No Service
Korea, Republic of (South)	4	4
Kuwait	7	7
Kyrgyzstan	8	8
Laos	8	8
Latvia	8	8
Lebanon	7	7
Lesotho	8	8
Liberia	8	8
Libya	No Service	No Service
Liechtenstein	6	6
Lithuania	8	8
Luxembourg	3	3
Macao	3	3
Macedonia, Republic of	8	8
Madagascar	8	8
Malawi	8	8
Malaysia	4	4
Maldives	8	8
Mali	8	8
Malta	6	6
Martinique	3	3
Mauritania	8	8
Mauritius	8	8
Mexico	2	2
Moldova	8	8
Mongolia	8	8
Montserrat	3	3
Morocco	8	8
Mozambique	8	8
Namibia	8	8
Nauru	8	8
Nepal	8	8
Netherlands	3	3
Netherlands Antilles	3	3

Country	Document Service Rate Group	Non-Document Service Rate Group
New Caledonia	5	5
New Zealand	4	4
Nicaragua	5	5
Niger	8	8
Nigeria	8	8
Norway	6	6
Oman	7	7
Pakistan	7	7
Panama	5	5
Papua New Guinea	5	5
Paraguay	5	5
Peru	5	5
Philippines	4	4
Pitcairn Island	No Service	No Service
Poland	8	8
Portugal	6	6
Qatar	7	7
Reunion	8	8
Romania	8	8
Russia	8	8
Rwanda	8	8
St. Christopher (St. Kitts) & Nevis	3	3
Saint Helena	No Service	No Service
Saint Lucia	3	3
Saint Pierre & Miquelon	1	1
Saint Vincent & Grenadines	3	3
San Marino	3	3
Sao Tome & Principe	8	8
Saudi Arabia	7	7
Senegal	8	8
Serbia-Montenegro (Yugoslavia)	8	8
Seychelles	8	8
Sierra Leone	8	8
Singapore	3	3
Slovak Republic (Slovakia)	8	8
Slovenia	8	8
Solomon Islands	8	8
Somalia	8	8
South Africa	8	8
Spain	6	6
Sri Lanka	7	7
Sudan	No Service	No Service
Suriname	5	5
Swaziland	8	8
Sweden	6	6
Switzerland	6	6
Syrian Arab Republic (Syria)	7	No Service
Taiwan	3	3

Country	Document Service Rate Group	Non-Document Service Rate Group
Tajikistan	8	8
Tanzania	8	8
Thailand	4	4
Togo	8	8
Tonga	8	8
Trinidad & Tobago	3	3
Tristan da Cunha	No Service	No Service
Tunisia	8	8
Turkey	7	7
Turkmenistan	8	8
Turks & Caicos Islands	3	3
Tuvalu	8	8
Uganda	8	8
Ukraine	8	8
United Arab Emirates	7	7
Uruguay	5	5
Uzbekistan	8	8
Vanuatu	5	5
Vatican City	3	3
Venezuela	5	5
Vietnam	4	4
Wallis & Futuna Islands	4	4
Western Samoa	4	4
Yemen	7	7
Zambia	8	8
Zimbabwe	8	8

Global Express Guaranteed service is available to all locations that are referenced in the Individual Country Listings except for the following:

Afghanistan	Libya
Ascension	Pitcairn Island
Iraq	Saint Helena
Japan	Sudan
Korea, Democratic People's Republic of (North)	Tristan de Cunha

The following countries are limited to Global Express Guaranteed Document service only:

Cuba	Iran
Egypt	Syrian Arab Republic (Syria)
French Guiana	

213.3 Pickup Service

Collection service pickup is available for delivery addresses within the participating Global Express Guaranteed ZIP Codes. Global Express

Guaranteed collection service will be provided when a postal employee goes to a customer's location specifically to deliver or collect mail other than Global Express Guaranteed shipments and the employee is handed a Global Express Guaranteed shipment in addition to other mail to be collected. No pickup fee will be charged when Global Express Guaranteed shipments are picked up during a delivery stop or during a scheduled stop made to collect other mail not subject to a pickup fee. On-call or scheduled pickup services are currently not available for Global Express Guaranteed service.

214 **Service Guarantee**

214.1 **General**

The Postal Service guarantees delivery within the service standards specified in Publication 141 or the sender may be entitled to a full refund of the postage paid. For the purpose of the service guarantee, the date and time of delivery, attempted delivery, or availability for delivery constitutes delivery.

214.2 **Transit Days for Non-Document Service**

For Global Express Guaranteed Non-Document service, total transit days may be affected by general customs delays, specific customs commodity delays, holidays observed in the destinating country, and other factors beyond the Postal Service's control. See Terms and Conditions on the Global Express Guaranteed Air Waybill/Shipping Invoice or in Publication 141 for details.

215 **Inquiries, Postage Refunds, and Indemnity Claims**

215.1 **Inquiries**

Inquiries concerning the delivery of Global Express Guaranteed items are made by calling 800-222-1811 or through the Postal Service Website.

215.2 **Postage Refunds**

Postage may be refunded if a shipment tendered at a designated post office before the specified deposit time is not delivered or if delivery is not attempted before 5:00 p.m. local time in the delivery location in accordance with the guaranteed delivery standards in Publication 141. The mailer may file requests for postage refunds only by contacting a customer service representative at 800-222-1811. The original receipt of the Global Express Guaranteed Air Waybill/Shipping Invoice is required when filing a claim for a postage refund. Requests for postage refunds must be made no later than 30 days from the date of shipment. The Global Express Guaranteed customer service office will adjudicate refunds for Global Express Guaranteed. The Global Express Guaranteed customer service office can be contacted at 800-222-1811. Final approval and payment will be made by the Postal Service.

Refunds will not be made if delivery was attempted but could not be made, if the delivery address was incomplete or inaccurate, or if the shipment was

delayed by circumstances outside the control of the Postal Service or its agents (as defined in Publication 141).

215.3 **Indemnity Claims**

215.31 **Claims for Document Service Shipments**

If a Document service shipment is lost or damaged, the sender may file a claim for document reconstruction costs, subject to 215.41 and 215.51. All claims must be initiated within 30 days of the shipment date by contacting a customer service representative at 800-222-1811. The representative will provide more details on how to file a claim. The original receipt of the Global Express Guaranteed Air Waybill/Shipping Invoice must be included when filing a claim. Consult Publication 141 for limitations and restrictions on indemnity payments for Global Express Guaranteed items. The Global Express Guaranteed customer service office will adjudicate refunds for Global Express Guaranteed. The Global Express Guaranteed customer service office can be contacted at 800-222-1811. Final approval and payment will be made by the Postal Service.

215.32 **Claims for Non-Document Service Shipments**

If a Non-Document service shipment is lost or damaged, the sender may file a claim for the declared value of the shipment costs, subject to 215.42 and 215.52. All claims must be initiated within 30 days of the shipment date by contacting a customer service representative at 800-222-1811. The representative will provide more details on how to file a claim. The original receipt of the Global Express Guaranteed Air Waybill/Shipping Invoice must be included when filing a claim. Consult Publication 141 for limitations and restrictions on indemnity payments for Global Express Guaranteed items. The Global Express Guaranteed customer service office will adjudicate refunds for Global Express Guaranteed. The Global Express Guaranteed customer service office can be contacted at 800-222-1811. Final approval and payment will be made by the Postal Service.

215.4 **Extent of Postal Service Liability for Lost or Damaged Contents**

215.41 **Document Service Shipments**

Liability for a lost or damaged Document service shipment is limited to the lowest of the following:

- a. \$100 or the amount of additional optional insurance purchased.
- b. The actual amount of the loss or damage.
- c. The actual value of the contents.

“Actual value” means the lowest cost of replacing, reconstructing or reconstituting the Allowable Contents of the shipment (determined at the time and place of acceptance).

215.42 Non-Document Service Shipments

Liability for a lost or damaged Non-Document service shipment is limited to the lowest of the following:

- a. \$100 or the amount of additional optional insurance purchased.
- b. The actual amount of the loss or damage.
- c. The actual value of the contents.

“Actual value” means the lowest cost of replacing, reconstructing, or reconstituting the Allowable Contents of the shipment (determined at the time and place of acceptance).

215.5 Insurance**215.51 Insurance for Document Service Shipments**

Document reconstruction insurance (the reasonable costs incurred in reconstructing duplicates of nonnegotiable documents mailed), up to \$100 per shipment, is included at no additional charge. Additional document reconstruction insurance may be purchased for Document service shipments, as outlined in section 215.53, not to exceed the total cost of reconstruction, \$2,499, or a lesser amount as limited by country, content, or value. Coverage, terms, and limitations are subject to change.

215.52 Insurance for Non-Document Service Shipments

Non-Document insurance for loss, damage, or rifling, up to \$100 per shipment, is included at no additional charge. Additional Non-Document insurance may be purchased for shipments, as outlined in section 215.53, not to exceed the total declared shipment value, \$2,499, or a lesser amount as limited by country, content, or value. Coverage, terms, and limitations are subject to change.

215.53 Insurance Fees

Insurance Amount	Fee
\$100	No Fee
\$200	\$0.70
\$300	\$1.40
\$400	\$2.10
\$500	\$2.80
For document reconstruction insurance or non-document insurance coverage above \$500, add \$0.70 per \$100 or fraction thereof, up to a maximum of \$2,499 per shipment.	
\$2,499	\$16.80

216 **Postage**216.1 **Document Service Rates/Groups**

Weight not over (lbs.)	Rate Group 1	Rate Group 2	Rate Group 3	Rate Group 4	Rate Group 5	Rate Group 6	Rate Group 7	Rate Group 8
0.5	\$24.00	\$25.00	\$32.00	\$32.00	\$45.00	\$33.00	\$34.00	\$65.00
1	\$33.00	\$34.00	\$39.00	\$45.00	\$52.00	\$47.00	\$46.00	\$75.00
2	\$38.00	\$40.00	\$46.00	\$52.00	\$65.00	\$55.00	\$52.00	\$89.00
3	\$40.00	\$46.00	\$53.00	\$59.00	\$79.00	\$62.00	\$60.00	\$101.00
4	\$43.00	\$50.00	\$60.00	\$66.00	\$93.00	\$68.00	\$68.00	\$112.00
5	\$46.00	\$55.00	\$67.00	\$73.00	\$106.00	\$75.00	\$75.00	\$124.00
6	\$48.00	\$58.00	\$72.00	\$80.00	\$119.00	\$80.00	\$82.00	\$136.00
7	\$51.00	\$61.00	\$76.00	\$86.00	\$131.00	\$86.00	\$89.00	\$148.00
8	\$53.00	\$65.00	\$80.00	\$93.00	\$143.00	\$91.00	\$96.00	\$160.00
9	\$55.00	\$68.00	\$85.00	\$100.00	\$156.00	\$96.00	\$103.00	\$172.00
10	\$58.00	\$70.00	\$89.00	\$104.00	\$165.00	\$102.00	\$110.00	\$180.00
11	\$60.00	\$73.00	\$92.00	\$109.00	\$175.00	\$105.00	\$116.00	\$191.00
12	\$62.00	\$76.00	\$96.00	\$115.00	\$185.00	\$109.00	\$122.00	\$203.00
13	\$65.00	\$79.00	\$99.00	\$120.00	\$195.00	\$113.00	\$127.00	\$215.00
14	\$67.00	\$81.00	\$103.00	\$125.00	\$205.00	\$117.00	\$132.00	\$226.00
15	\$69.00	\$84.00	\$106.00	\$130.00	\$214.00	\$121.00	\$137.00	\$238.00
16	\$72.00	\$87.00	\$109.00	\$136.00	\$223.00	\$125.00	\$142.00	\$249.00
17	\$74.00	\$89.00	\$113.00	\$141.00	\$231.00	\$129.00	\$147.00	\$260.00
18	\$76.00	\$92.00	\$116.00	\$146.00	\$238.00	\$133.00	\$153.00	\$271.00
19	\$79.00	\$95.00	\$120.00	\$151.00	\$246.00	\$137.00	\$159.00	\$282.00
20	\$81.00	\$97.00	\$123.00	\$156.00	\$253.00	\$141.00	\$165.00	\$293.00
21	\$83.00	\$100.00	\$126.00	\$161.00	\$260.00	\$144.00	\$171.00	\$302.00
22	\$85.00	\$102.00	\$130.00	\$166.00	\$268.00	\$148.00	\$176.00	\$311.00
23	\$87.00	\$105.00	\$133.00	\$171.00	\$275.00	\$152.00	\$181.00	\$318.00
24	\$90.00	\$108.00	\$137.00	\$176.00	\$283.00	\$156.00	\$186.00	\$325.00
25	\$92.00	\$110.00	\$140.00	\$181.00	\$290.00	\$160.00	\$191.00	\$333.00
26	\$94.00	\$113.00	\$143.00	\$186.00	\$298.00	\$164.00	\$196.00	\$340.00
27	\$96.00	\$115.00	\$147.00	\$190.00	\$305.00	\$168.00	\$201.00	\$347.00
28	\$98.00	\$118.00	\$150.00	\$195.00	\$313.00	\$172.00	\$206.00	\$355.00
29	\$100.00	\$120.00	\$153.00	\$200.00	\$320.00	\$176.00	\$211.00	\$362.00
30	\$103.00	\$124.00	\$158.00	\$207.00	\$331.00	\$182.00	\$216.00	\$373.00
31	\$105.00	\$127.00	\$162.00	\$212.00	\$338.00	\$186.00	\$221.00	\$381.00
32	\$107.00	\$129.00	\$165.00	\$217.00	\$346.00	\$190.00	\$226.00	\$388.00
33	\$109.00	\$131.00	\$169.00	\$222.00	\$353.00	\$194.00	\$231.00	\$396.00
34	\$112.00	\$132.00	\$172.00	\$227.00	\$361.00	\$198.00	\$236.00	\$403.00
35	\$114.00	\$134.00	\$175.00	\$232.00	\$369.00	\$202.00	\$241.00	\$411.00
36	\$116.00	\$136.00	\$179.00	\$236.00	\$376.00	\$206.00	\$246.00	\$418.00
37	\$118.00	\$138.00	\$182.00	\$241.00	\$384.00	\$210.00	\$251.00	\$426.00
38	\$120.00	\$140.00	\$186.00	\$246.00	\$391.00	\$214.00	\$256.00	\$433.00
39	\$122.00	\$142.00	\$189.00	\$251.00	\$398.00	\$218.00	\$261.00	\$440.00
40	\$124.00	\$144.00	\$192.00	\$256.00	\$404.00	\$222.00	\$266.00	\$448.00
41	\$126.00	\$146.00	\$196.00	\$261.00	\$411.00	\$226.00	\$271.00	\$455.00
42	\$130.00	\$148.00	\$199.00	\$266.00	\$418.00	\$230.00	\$276.00	\$463.00
43	\$132.00	\$150.00	\$203.00	\$271.00	\$425.00	\$234.00	\$281.00	\$470.00
44	\$134.00	\$151.00	\$206.00	\$276.00	\$432.00	\$238.00	\$286.00	\$478.00
45	\$137.00	\$153.00	\$210.00	\$280.00	\$439.00	\$242.00	\$291.00	\$485.00
46	\$139.00	\$155.00	\$213.00	\$285.00	\$446.00	\$246.00	\$296.00	\$492.00
47	\$141.00	\$156.00	\$216.00	\$290.00	\$452.00	\$250.00	\$301.00	\$500.00

Weight not over (lbs.)	Rate Group 1	Rate Group 2	Rate Group 3	Rate Group 4	Rate Group 5	Rate Group 6	Rate Group 7	Rate Group 8
48	\$143.00	\$158.00	\$220.00	\$295.00	\$459.00	\$254.00	\$306.00	\$507.00
49	\$146.00	\$160.00	\$223.00	\$300.00	\$466.00	\$258.00	\$311.00	\$515.00
50	\$148.00	\$163.00	\$229.00	\$308.00	\$478.00	\$264.00	\$316.00	\$528.00
51	\$152.00	\$165.00	\$232.00	\$313.00	\$485.00	\$264.00	\$321.00	\$543.00
52	\$154.00	\$167.00	\$236.00	\$318.00	\$492.00	\$272.00	\$326.00	\$543.00
53	\$156.00	\$169.00	\$239.00	\$323.00	\$499.00	\$276.00	\$331.00	\$559.00
54	\$159.00	\$170.00	\$243.00	\$328.00	\$506.00	\$280.00	\$336.00	\$559.00
55	\$160.00	\$172.00	\$246.00	\$333.00	\$513.00	\$283.00	\$341.00	\$572.00
56	\$162.00	\$173.00	\$250.00	\$338.00	\$520.00	\$288.00	\$346.00	\$572.00
57	\$163.00	\$175.00	\$253.00	\$343.00	\$527.00	\$291.00	\$351.00	\$584.00
58	\$164.00	\$176.00	\$256.00	\$348.00	\$533.00	\$296.00	\$356.00	\$584.00
59	\$166.00	\$178.00	\$260.00	\$353.00	\$540.00	\$299.00	\$361.00	\$597.00
60	\$167.00	\$180.00	\$263.00	\$358.00	\$547.00	\$304.00	\$366.00	\$597.00
61	\$169.00	\$181.00	\$267.00	\$363.00	\$554.00	\$307.00	\$371.00	\$612.00
62	\$170.00	\$182.00	\$270.00	\$367.00	\$560.00	\$313.00	\$376.00	\$612.00
63	\$171.00	\$184.00	\$274.00	\$372.00	\$568.00	\$315.00	\$381.00	\$627.00
64	\$172.00	\$185.00	\$277.00	\$377.00	\$571.00	\$321.00	\$386.00	\$627.00
65	\$173.00	\$187.00	\$281.00	\$382.00	\$582.00	\$323.00	\$391.00	\$642.00
66	\$174.00	\$188.00	\$284.00	\$387.00	\$582.00	\$329.00	\$396.00	\$642.00
67	\$175.00	\$190.00	\$287.00	\$392.00	\$593.00	\$331.00	\$401.00	\$657.00
68	\$176.00	\$192.00	\$291.00	\$397.00	\$595.00	\$337.00	\$406.00	\$657.00
69	\$177.00	\$193.00	\$294.00	\$402.00	\$604.00	\$339.00	\$411.00	\$672.00
70	\$178.00	\$194.00	\$298.00	\$407.00	\$604.00	\$345.00	\$416.00	\$672.00

216.2 **Non-Document Service Rates/Groups**

Weight Not Over (lbs.)	Rate Group 1	Rate Group 2	Rate Group 3	Rate Group 4	Rate Group 5	Rate Group 6	Rate Group 7	Rate Group 8
1	\$36.00	\$38.00	\$44.00	\$48.00	\$59.00	\$52.00	\$55.00	\$82.00
2	\$41.00	\$45.00	\$51.00	\$55.00	\$72.00	\$60.00	\$58.00	\$96.00
3	\$44.00	\$51.00	\$58.00	\$64.00	\$86.00	\$67.00	\$63.00	\$109.00
4	\$47.00	\$55.00	\$65.00	\$71.00	\$100.00	\$73.00	\$70.00	\$120.00
5	\$50.00	\$60.00	\$72.00	\$78.00	\$113.00	\$80.00	\$77.00	\$134.00
6	\$52.00	\$63.00	\$77.00	\$85.00	\$126.00	\$85.00	\$84.00	\$146.00
7	\$55.00	\$66.00	\$81.00	\$91.00	\$138.00	\$91.00	\$91.00	\$158.00
8	\$57.00	\$71.00	\$86.00	\$98.00	\$150.00	\$96.00	\$98.00	\$170.00
9	\$59.00	\$74.00	\$91.00	\$105.00	\$163.00	\$101.00	\$105.00	\$182.00
10	\$62.00	\$77.00	\$95.00	\$111.00	\$177.00	\$107.00	\$112.00	\$190.00
11	\$64.00	\$80.00	\$100.00	\$116.00	\$187.00	\$112.00	\$118.00	\$206.00
12	\$66.00	\$83.00	\$104.00	\$122.00	\$197.00	\$116.00	\$123.00	\$218.00
13	\$69.00	\$86.00	\$107.00	\$127.00	\$207.00	\$120.00	\$129.00	\$230.00
14	\$71.00	\$88.00	\$111.00	\$132.00	\$217.00	\$124.00	\$134.00	\$241.00
15	\$73.00	\$91.00	\$114.00	\$137.00	\$229.00	\$131.00	\$139.00	\$253.00
16	\$76.00	\$94.00	\$117.00	\$143.00	\$238.00	\$135.00	\$144.00	\$264.00
17	\$78.00	\$97.00	\$121.00	\$148.00	\$246.00	\$139.00	\$149.00	\$275.00
18	\$80.00	\$100.00	\$124.00	\$153.00	\$253.00	\$143.00	\$155.00	\$286.00
19	\$83.00	\$103.00	\$128.00	\$158.00	\$261.00	\$147.00	\$161.00	\$297.00
20	\$87.00	\$107.00	\$131.00	\$165.00	\$268.00	\$151.00	\$167.00	\$308.00
21	\$89.00	\$110.00	\$134.00	\$170.00	\$275.00	\$154.00	\$173.00	\$317.00
22	\$91.00	\$112.00	\$138.00	\$175.00	\$283.00	\$158.00	\$178.00	\$326.00

Weight Not Over (lbs.)	Rate Group 1	Rate Group 2	Rate Group 3	Rate Group 4	Rate Group 5	Rate Group 6	Rate Group 7	Rate Group 8
23	\$93.00	\$115.00	\$141.00	\$180.00	\$290.00	\$162.00	\$183.00	\$333.00
24	\$96.00	\$118.00	\$145.00	\$185.00	\$298.00	\$166.00	\$188.00	\$340.00
25	\$98.00	\$120.00	\$148.00	\$190.00	\$305.00	\$170.00	\$193.00	\$348.00
26	\$100.00	\$122.00	\$153.00	\$195.00	\$313.00	\$174.00	\$198.00	\$355.00
27	\$102.00	\$123.00	\$157.00	\$199.00	\$320.00	\$178.00	\$203.00	\$362.00
28	\$104.00	\$126.00	\$160.00	\$204.00	\$328.00	\$182.00	\$208.00	\$370.00
29	\$106.00	\$128.00	\$163.00	\$209.00	\$335.00	\$186.00	\$213.00	\$377.00
30	\$109.00	\$132.00	\$168.00	\$216.00	\$346.00	\$192.00	\$218.00	\$388.00
31	\$111.00	\$135.00	\$172.00	\$221.00	\$353.00	\$196.00	\$223.00	\$396.00
32	\$113.00	\$137.00	\$175.00	\$226.00	\$361.00	\$200.00	\$228.00	\$403.00
33	\$115.00	\$139.00	\$179.00	\$231.00	\$368.00	\$204.00	\$233.00	\$411.00
34	\$118.00	\$141.00	\$182.00	\$236.00	\$376.00	\$208.00	\$238.00	\$418.00
35	\$120.00	\$143.00	\$185.00	\$241.00	\$384.00	\$212.00	\$243.00	\$431.00
36	\$122.00	\$145.00	\$189.00	\$245.00	\$391.00	\$216.00	\$248.00	\$438.00
37	\$124.00	\$147.00	\$192.00	\$250.00	\$399.00	\$220.00	\$253.00	\$446.00
38	\$126.00	\$149.00	\$196.00	\$255.00	\$406.00	\$224.00	\$258.00	\$453.00
39	\$128.00	\$151.00	\$199.00	\$260.00	\$413.00	\$228.00	\$263.00	\$460.00
40	\$130.00	\$153.00	\$202.00	\$268.00	\$419.00	\$232.00	\$268.00	\$468.00
41	\$132.00	\$155.00	\$206.00	\$273.00	\$426.00	\$236.00	\$273.00	\$475.00
42	\$136.00	\$157.00	\$209.00	\$278.00	\$433.00	\$240.00	\$278.00	\$483.00
43	\$138.00	\$159.00	\$213.00	\$283.00	\$440.00	\$244.00	\$283.00	\$490.00
44	\$140.00	\$160.00	\$216.00	\$288.00	\$447.00	\$248.00	\$288.00	\$498.00
45	\$143.00	\$162.00	\$220.00	\$295.00	\$454.00	\$252.00	\$293.00	\$505.00
46	\$145.00	\$164.00	\$223.00	\$300.00	\$461.00	\$256.00	\$298.00	\$507.00
47	\$147.00	\$165.00	\$226.00	\$305.00	\$467.00	\$260.00	\$303.00	\$515.00
48	\$149.00	\$167.00	\$230.00	\$310.00	\$474.00	\$264.00	\$308.00	\$522.00
49	\$151.00	\$169.00	\$233.00	\$315.00	\$481.00	\$268.00	\$313.00	\$530.00
50	\$152.00	\$172.00	\$239.00	\$320.00	\$493.00	\$274.00	\$318.00	\$543.00
51	\$156.00	\$174.00	\$242.00	\$325.00	\$498.00	\$276.00	\$323.00	\$558.00
52	\$158.00	\$176.00	\$246.00	\$330.00	\$505.00	\$282.00	\$328.00	\$558.00
53	\$160.00	\$178.00	\$249.00	\$335.00	\$512.00	\$286.00	\$333.00	\$574.00
54	\$163.00	\$179.00	\$253.00	\$340.00	\$519.00	\$290.00	\$338.00	\$574.00
55	\$164.00	\$181.00	\$256.00	\$345.00	\$526.00	\$293.00	\$343.00	\$587.00
56	\$166.00	\$182.00	\$260.00	\$350.00	\$533.00	\$298.00	\$348.00	\$587.00
57	\$167.00	\$184.00	\$263.00	\$355.00	\$540.00	\$301.00	\$353.00	\$599.00
58	\$168.00	\$185.00	\$266.00	\$360.00	\$546.00	\$306.00	\$358.00	\$599.00
59	\$170.00	\$187.00	\$270.00	\$365.00	\$553.00	\$309.00	\$363.00	\$612.00
60	\$170.00	\$189.00	\$273.00	\$370.00	\$560.00	\$314.00	\$368.00	\$612.00
61	\$172.00	\$193.00	\$277.00	\$375.00	\$567.00	\$317.00	\$373.00	\$627.00
62	\$173.00	\$194.00	\$280.00	\$379.00	\$573.00	\$323.00	\$378.00	\$627.00
63	\$174.00	\$196.00	\$284.00	\$384.00	\$581.00	\$325.00	\$383.00	\$642.00
64	\$175.00	\$197.00	\$287.00	\$389.00	\$584.00	\$331.00	\$388.00	\$642.00
65	\$176.00	\$199.00	\$291.00	\$394.00	\$595.00	\$333.00	\$393.00	\$657.00
66	\$177.00	\$200.00	\$294.00	\$399.00	\$595.00	\$339.00	\$398.00	\$657.00
67	\$178.00	\$202.00	\$297.00	\$404.00	\$606.00	\$341.00	\$403.00	\$672.00
68	\$179.00	\$204.00	\$301.00	\$409.00	\$608.00	\$347.00	\$408.00	\$672.00
69	\$180.00	\$205.00	\$304.00	\$414.00	\$617.00	\$349.00	\$413.00	\$687.00
70	\$181.00	\$206.00	\$308.00	\$419.00	\$617.00	\$355.00	\$418.00	\$687.00

216.3 Payment of Postage**216.31 Methods of Payment**

Both Global Express Guaranteed Document service shipments and Non-Document service shipments may be paid by postage stamps, postage validation imprinter (PVI) labels, or postage meter stamps.

216.32 Official Mail

Global Express Guaranteed shipments that are originated by federal agencies and departments are subject to the same postage payment requirements, weight and size limits, customs requirements, and general conditions for mailing as Global Express Guaranteed shipments that are originated by non-governmental entities.

Both Global Express Guaranteed Document Service shipments and Non-Document service shipments mailed by Postal Service entities must bear the G-10 permit indicia that is prescribed for all USPS official mail. There is a 70-pound weight limit for USPS-originated Global Express Guaranteed shipments going to all authorized destinating countries. See section 143.2.

217 Weight and Size Limits**217.1 General**

The weight, dimensional weight, and size limits set forth in this section are the same for both Global Express Guaranteed Document service shipments and Non-Document service shipments.

217.2 Weight Limits

The maximum weight is 70 pounds.

217.3 Dimensional Weight

The equation for determining dimensional weight is as follows:

$$\text{Dimensional Weight} = (\text{Length} \times \text{Width} \times \text{Height}) / 166$$

When determining the dimensional weight, round each individual measurement down to the nearest whole inch. Determine the postage rate for nondocument shipments by comparing the dimensional weight, $(\text{Length} \times \text{Width} \times \text{Height}) / 166$, with the actual weight. Round the dimensional weight up to a full pound. For example, $(14 \times 10 \times 6) / 166 = 5.06$, which is rounded up to 6 pounds.

Of these two weights (dimensional and actual scale weight), use the higher one for Global Express Guaranteed nondocument shipments, along with the appropriate rate chart for the service required. For document shipments, record the dimensions of 1" x 1" x 1" and use the actual weight to determine the postage.

217.4 Size Limits**217.41 Minimum Size**

Items must be large enough — approximately 9 inches in height and 12 inches in length — so that a Global Express Guaranteed Air Waybill/Shipping Invoice can be affixed on the face of the item.

217.42 Maximum Size

Length and girth combined may not exceed 108 inches. Individual dimensions may not exceed 46 inches in length, 35 inches in width, and 46 inches in height.

218 Preparation Requirements**218.1 Preparation by the Sender**

- a. Prepare the item as a flat or package using either the Global Express Guaranteed envelope provided by the Postal Service or mailer-supplied packaging. Mailers using their own envelope or wrapping must also affix a Global Express Guaranteed sticker (Item 107PGG3) to the front and back of the item.
- b. Complete the Global Express Guaranteed Air Waybill/Shipping Invoice (Item 11FGG1) to show the complete address of the sender and addressee. Items cannot be addressed to a post office box or an APO or FPO address.
- c. *Global Express Guaranteed Document Service Shipment Preparation:* Complete the Shipment Details to show the contents in detail including description and estimated cost of reconstruction. A separate customs declaration is not used. Sign and date the mailer agreement.
- d. *Global Express Guaranteed Non-Document Service Shipment Preparation:* Complete the Shipment Details to show the contents in detail including description, valuation, and country of manufacture. Non-Document service shipments cannot have a value that exceeds \$2,499. A separate customs declaration is not used. Sign and date the mailer agreement.

218.2 Preparation by Acceptance Employee

- a. Check that the sender has properly completed the Global Express Guaranteed Air Waybill/Shipping Invoice.
- b. Complete the postage transaction if the item is not prepaid.
- c. Complete the “Origin” information.
- d. Remove the customer’s copy of the Global Express Guaranteed Air Waybill/Shipping Invoice and give it to the customer. Process the Global Express Guaranteed Air Waybill/Shipping Invoice according to directions on the shipping document.

218.3 Customs Forms Not Required

The Global Express Guaranteed Air Waybill/Shipping Invoice contains space for the sender to declare the contents. A separate postal customs declaration is not used.

220 Global Express Mail

221 Description**221.1 General**

Global Express Mail (EMS) is a reliable high-speed mail service available to certain countries (see Individual Country Listings for service availability). There is no service guarantee for Global Express Mail. Global Express Mail is available at designated postal facilities authorized to accept domestic Express Mail.

221.2 Allowable Contents

Any item not prohibited in international mail is allowed in EMS. Refer to the "Country Conditions for Mailing" in the Individual Country Listings for individual country prohibitions. International postal money orders are admissible in EMS. However, they are only negotiable if the proper form is used. The following items are prohibited in all EMS shipments: coins; banknotes; currency notes (paper money); securities of any kind payable to bearer; traveler's checks; platinum, gold, and silver (manufactured or not); precious stones; jewelry; and other valuable articles.

221.3 Insurance and Indemnity

Global Express Mail items are insured against loss, damage, or rifling at no additional cost. Indemnity will be paid by the U.S. Postal Service as provided in DMM S010 and S500. However, Global Express Mail items are *not* insured against delay in delivery. Neither indemnity payments nor postage refunds will be made in the event of delay.

221.31 EMS Merchandise Insurance

Global Express Mail merchandise insurance coverage against loss, damage, or rifling is provided up to \$500 at no additional charge. Additional insurance coverage above \$500 may be purchased at the sender's option. The fee for optional Global Express Mail merchandise insurance coverage is \$1.00 for each \$100 or fraction thereof, up to a maximum of \$5,000 per shipment. See the Individual Country Listings for the applicable Global Express Mail insurance fees.

221.32 Purchase of Additional Insurance

When a mailer wants to insure an EMS merchandise shipment in an amount more than \$500, the insurance fee is entered in the block marked "Insurance" on the mailing label. Coverage is limited to the actual value of the contents,

regardless of the fee paid, or the highest insurance value increment for which the fee is fully paid, whichever is lower. See DMM S500.

221.33 Document Reconstruction Insurance

Nonnegotiable EMS documents are insured against loss, damage, or rifling at no additional cost to the mailer. Document reconstruction insurance coverage is limited to a maximum of \$500 per shipment. Additional coverage beyond the \$500 indemnity limit is not available. See DMM S010 and S500.

Note: EMS indemnity payments are subject to the provisions of DMM S010, DMM S500, and IMM 935. Neither indemnity payments nor postage refunds are payable for delayed delivery.

221.4 Return Receipt Service

Return Receipt service is available for Global Express Mail items *only* to the following countries at no additional charge (see 340 for preparation procedures):

Argentina	Liechtenstein
Australia	Pakistan
Bahrain	Qatar
Belgium	Singapore
Germany	South Africa
Greece	Spain
Guinea-Bissau	Switzerland
Hong Kong	Taiwan
Korea, Republic of (South)	Tunisia
Kuwait	

222 Postage

222.1 Rates

222.11 Country Rates

See the Individual Country Listings for countries that offer Global Express Mail.

222.12 Global Express Mail Corporate Account Rates

Global Express Mail (EMS) rates will be reduced by 5 percent for all payments made through an Express Mail corporate account (EMCA) or through the federal agency payment system. The discount applies only to the postage portion of EMS rates. It does not apply to the pickup service charge, additional merchandise insurance coverage fees, or shipments made under an International Customized Mail agreement.

222.2 **Payment of Postage**

222.21 **Methods of Payment**

Global Express Mail items may be paid by postage stamps, postage validation imprinter (PVI) labels, postage meter stamps, or through the use of an Express Mail corporate account.

222.22 **Application for Corporate Account**

A written application is required before mailing can be made under a corporate account (see DMM P500).

222.23 **Official Mail**

222.231 **Mailings by Federal Agencies**

Global Express Mail shipments that are entered by federal agencies and departments are subject to the same postage payment requirements, weight and size limits, customs form requirements, and general conditions for mailing as EMS shipments that are originated by nongovernmental entities.

222.232 **USPS Mailings**

EMS shipments mailed by U.S. Postal Service entities must bear the G-10 permit indicia that is prescribed for all USPS official mail. There is a 66-pound weight limit for USPS-originated EMS shipments going to all destination countries, unless the destination country has a higher weight limit. See 143.2.

222.24 **Pickup Service**

On-call and scheduled pickup services are available for an added charge of \$10.25 for each pickup stop, regardless of the number of pieces picked up. Only one pickup fee will be charged if domestic Express Mail, domestic Priority Mail, international parcel post, and/or domestic Parcel Post is picked up at the same time. No pickup fee will be charged when international Express Mail is picked up during a delivery stop or during a scheduled stop made to collect other mail not subject to a pickup fee. Pickup service is provided in accordance with DMM D010.

223 **Weight and Size Limits**

223.1 **Weight Limits**

See the Individual Country Listings for countries that offer Global Express Mail.

223.2 **Size Limits**

- a. Maximum length: 36 inches.
- b. Maximum length and girth combined: 79 inches.

Note: For exceptional size limits, see Individual Country Listings for countries that offer Global Express Mail.

224 Preparation Requirements

224.1 Preparation by Sender

- a. Complete the "From" and "To" portions of Label 11-B, *Express Mail Post Office to Addressee*, for each piece of mail and affix the completed label to each piece.
- b. Prepare and affix the appropriate customs form to the piece of mail. See the Individual Country Listings for countries that offer Global Express Mail for required customs declarations.

224.2 Preparation by Acceptance Employee

- a. Check the address label to ensure that the sender has completed the "From" and "To" portions.
- b. Verify that customer has properly completed the appropriate customs declaration form, if required.
- c. Enter the originating facility ZIP Code; date and time received; weight; merchandise insurance fee, if applicable (see 221.31 and 221.32); total postage; and initial. Ensure that the correct amount of postage is affixed to the mailpiece.
- d. Give the Customer Receipt copy to the mailer and retain the Finance Copy. Peel off the backing of the remaining portion and affix it to the item.
- e. After acceptance, place each item in the appropriate working pouch and forward it to the international exchange office authorized to dispatch Global Express Mail to that destination. (See Handbook T-5, *International Mail Operations*.)

224.3 Customs Forms Required

See the Individual Country Listings for countries that offer Global Express Mail. Mailers are responsible for determining customs requirements and complying with them. Mailers should confirm before mailing merchandise whether an import license is required for that class of goods.

230 Global Priority Mail

231 Description

231.1 General

Global Priority Mail is an expedited airmail letter-post service providing fast, reliable, and economical delivery of all mailable items not over 4 pounds. Global Priority Mail items receive priority handling in the United States and in destination countries. Service is available only to destination countries identified in 231.42, from post offices identified in 231.41.

231.2 Allowable Contents

All items which may be sent as letter-post mail (see 241.1) are accepted in Global Priority Mail, provided that the contents are mailable and fit securely in the envelope or box. Items must fit comfortably within the envelope or box without distorting or bursting the container. Do not use excessive tape to keep the envelope or box from bursting. Use only one piece of tape to secure the flap. Global Priority Mail items may contain dutiable merchandise unless the country of destination specifically prohibits dutiable merchandise in letters. Any item that is prohibited in international mail is prohibited in Global Priority Mail. Refer to the "Country Conditions of Mailing" in the Individual Country Listings for individual country prohibitions.

231.3 Service Standards

Global Priority Mail is accepted at all USPS retail locations. There is a four-day delivery objective for GPM items that are deposited at postal locations that are linked to the USPS Eagle network (see [Exhibit 231.41a](#)). When GPM items are tendered at "off-net" locations (all other locations), it generally requires an additional 1-2 business days to obtain delivery in the destination country. (**Note:** GPM mailings consisting of 200 or more identical pieces, which bear a permit imprint, must be deposited at a locally designated business mail entry unit.) Within each of the listed service areas, prepaid GPM items may be tendered to a letter carrier, deposited in an Express Mail street collection box, or placed in a post office or lobby mail drop.

231.4 Service Areas

231.41 Origins

Global Priority Mail service is available only through the designated post offices and the additional post offices listed in [Exhibits 231.41a and b](#). Pickup Service is available for an additional fee. (See 236.3.)

Exhibit 231.41a (p. 1)

GPM Acceptance Locations Linked to the Eagle Network (“On-Net”)**ALABAMA**

Anniston: 362
 Birmingham: 352
 Huntsville: 356, 357, 358
 Mobile: 366
 Montgomery: 361, 368

ARIZONA

Phoenix: 850, 852, 853
 Tucson: 857

ARKANSAS

Little Rock: 722
 West Memphis: 723

CALIFORNIA

City of Industry: 917, 918
 Inglewood: 902, 903, 904, 905
 Long Beach: 906, 907, 908
 Los Angeles: 900, 901
 North Bay: 949
 Oakland: 945, 946, 947, 948,
 Pasadena: 910, 911, 912
 Salinas: 939
 San Diego: 919, 920, 921
 San Francisco: 940, 941, 943,
 944
 San Jose: 950, 951
 Santa Ana: 926, 927, 928
 Van Nuys: 913, 914, 915, 916

COLORADO

Brighton: 806
 Colorado Springs: 808, 809
 Denver: 800, 801, 802, 803
 Longmont: 805
 Pueblo: 810

CONNECTICUT

Hartford: 060, 061, 062
 Southern: 063, 064, 065, 066
 Stamford: 068, 069
 Waterbury: 067

DELAWARE

Wilmington: 197, 198, 199

**DISTRICT OF COLUMBIA
(Washington, DC)**

Washington: 200, 202, 203,
 204, 205

FLORIDA

Daytona Beach: 321
 Fort Myers: 339
 Ft. Lauderdale: 333
 Gainesville: 326, 344
 Jacksonville: 320, 322
 Lakeland: 338
 Manasota: 342

Florida (continued)

Miami: 331, 332
 Mid-Florida: 327
 Orlando: 328, 329, 347
 South Florida: 330
 St. Petersburg: 337
 Tallahassee: 323
 Tampa: 335, 336, 346
 West Palm Beach: 334, 349

GEORGIA

Albany: 317
 Athens: 306
 Atlanta: 303, 311
 Augusta: 298, 308, 309
 Columbus: 318, 319
 Macon: 310, 312
 North Metro: 300, 301, 302, 305
 Savannah: 299, 313, 314
 Swainsboro: 304
 Valdosta: 316
 Waycross: 315

INDIANA

Bloomington: 474
 Columbus: 472
 Evansville: 424, 476, 477
 Fort Wayne: 467, 468
 Gary: 463, 464
 Indianapolis: 460, 461, 462
 Kokomo: 469
 Lafayette: 479
 Muncie: 473
 South Bend: 465, 466
 Terre Haute: 478
 Washington: 475

ILLINOIS

Bloomington: 617
 Carbondale: 629
 Carol Stream: 601, 603
 Centralia: 628
 Chicago: 606, 607, 608
 East St. Louis: 622
 Effingham: 624
 Champaign: 618, 619
 Fox Valley: 605
 Galesburg: 614
 Kankakee: 609
 La Salle: 613
 Palatine: 600, 602
 Peoria: 615, 616
 Quincy: 623, 634, 635
 Rockford: 610, 611
 Rock Island: 612
 Springfield: 625, 626, 627
 South Suburban: 604

IOWA

Burlington: 526
 Cedar Rapids: 522, 523, 524
 Davenport: 527, 528
 Des Moines: 500, 501, 502, 503, 509
 Dubuque: 520
 Mason City: 504
 Ottumwa: 525
 Sioux City: 510, 511
 Waterloo: 506, 507

KANSAS

Fort Scott: 667
 Kansas City: 660, 661, 662
 Hays: 676
 Salina: 674
 Topeka: 664, 665, 666, 668
 Wichita: 672

KENTUCKY

Ashland: 411, 412
 Bowling Green: 421, 422
 Campton: 413, 414
 Elizabeth: 427
 Louisville: 400, 401, 402, 471
 Lexington: 403, 404, 405, 406
 Owensboro: 423
 Pikeville: 415, 416

LOUISIANA

Baton Rouge: 707, 708
 New Orleans: 700, 701
 Hammond: 704
 Thibodaux: 703

MAINE

Bangor: 044, 046, 047, 049
 Portland: 040, 041, 042, 043,
 045, 048

MARYLAND

Baltimore: 210, 211, 212, 214, 219
 Cumberland: 215, 267
 Easton: 216
 Frederick: 217
 Salisbury: 218
 Southern: 206, 207
 Suburban: 208, 209

MASSACHUSETTS

Boston: 021, 022
 Brockton: 020, 023
 Cape Cod: 025, 026
 Central Mass: 014, 015, 016, 017
 Middlesex-Essex: 018, 019
 Northwest Boston: 024
 Pittsfield: 012
 Springfield: 010, 011, 013

Exhibit 231.41a (p. 2)

GPM Acceptance Locations Linked to the Eagle Network (“On-Net”)**MICHIGAN**

Detroit: 481, 482
 Flint: 484, 485
 Gaylord: 497
 Grand Rapids: 493, 494, 495
 Jackson: 492
 Kalamazoo: 490, 491
 Lansing: 488, 489
 Royal Oak: 480, 483
 Saginaw: 486, 487
 Traverse City: 496

MINNESOTA

Detroit Lakes: 565
 Duluth: 558
 Mankato: 560
 Minneapolis: 553, 554
 Rochester: 559
 Saint Cloud: 563
 St. Paul: 550, 551, 540
 Thief River Falls: 567
 Willmar: 562
 Windom: 561

MISSISSIPPI

Grenada: 389
 Gulfport: 395
 Hattiesburg: 394
 Jackson: 392
 McComb: 396

MISSOURI

Cape Girardeau: 636, 637, 638, 639
 Chillicothe: 646
 Harrisonville: 647
 Kansas City: 640, 641
 Mid-Missouri: 650, 651, 652, 653
 Saint Joseph: 644, 645
 Springfield: 648, 654, 655, 656, 657, 658
 St. Louis: 620, 630, 631, 633

MONTANA

Billings: 591

NEBRASKA

Lincoln: 683, 684, 685
 Norfolk: 686, 687
 Omaha: 515, 516, 680, 681

NEVADA

Las Vegas: 891

NEW HAMPSHIRE

Manchester: 030, 031, 032, 033, 034
 Portsmouth: 038, 039

NEW JERSEY

Hackensack: 076
 Kilmer: 088, 089
 Monmouth: 077
 Newark: 070, 071, 072, 073
 Paterson: 074, 075
 South Jersey: 080, 081, 082, 083, 084
 Trenton: 085, 086, 087
 West Jersey: 078, 079

NEW MEXICO

Albuquerque: 871

NEW YORK

Albany: 120, 121, 122, 123
 Binghamton: 137, 138, 139
 Bronx: 104
 Brooklyn: 112
 Buffalo: 140, 141, 142, 143
 Elmira: 148, 149
 Glens Falls: 128
 Hicksville: 118
 Jamestown: 147
 Long Island City: 111
 Mid-Hudson: 124, 125, 126, 127
 Mid-Island: 117, 118, 119
 New York: 100, 101, 102
 Plattsburgh: 129
 Queens: 110, 113, 114, 116
 Rochester: 144, 145, 146
 Rockland: 109
 Staten Island: 103
 Syracuse: 130, 131, 132
 Utica: 133, 134, 135
 Watertown: 136
 Westchester: 105, 106, 107, 108
 Western Nassau: 115

NORTH CAROLINA

Asheville: 287, 288, 289
 Charlotte: 280, 281, 282, 297
 Greensboro: 270, 271, 272, 273, 274
 Hickory: 286
 Raleigh: 275, 276, 277

NORTH DAKOTA

Bismarck: 585
 Dickinson: 586
 Devils Lake: 583
 Fargo: 580, 581
 Grand Forks: 582
 Jamestown: 584
 Minot: 587
 Williston: 588

OHIO

Akron: 442, 443
 Athens: 457
 Canton: 446, 447
 Chillicothe: 456
 Cincinnati: 410, 450, 451, 452, 470
 Cleveland: 440, 441
 Columbus: 430, 431, 432, 433
 Dayton: 453, 454, 455
 Lima: 458
 Mansfield: 448, 449
 Steubenville: 439
 Toledo: 434, 435, 436
 Youngstown: 444, 445
 Zanesville: 437, 438

OKLAHOMA

Ardmore: 734
 Clinton: 736
 Durant: 747
 Enid: 737
 Lawton: 735
 McAlester: 745
 Muskogee: 744
 Oklahoma City: 730, 731
 Ponca City: 746
 Poteau: 749
 Shawnee: 748
 Tulsa: 740, 741, 743
 Woodward: 738

OREGON

Portland: 972

PENNSYLVANIA

Altoona: 166, 168
 Bradford: 167
 Dubois: 158
 Erie: 164, 165
 Greensburg: 156
 Harrisburg: 170, 171, 172, 178
 Johnstown: 155, 157, 159
 Lancaster: 173, 174, 175, 176
 Lehigh Valley: 180, 181, 183
 New Castle: 160, 161, 162
 Oil City: 163
 Philadelphia: 190, 191
 Pittsburgh: 150, 151, 152, 153, 154
 Reading: 179, 195, 196
 Scranton: 184, 185, 188
 Southeastern: 189, 193, 194
 Wilkes-Barre: 182, 186, 187

Exhibit 231.41a (p. 3)

GPM Acceptance Locations Linked to the Eagle Network (“On-Net”)**PUERTO RICO/VIRGIN ISLANDS**

San Juan: 006, 007, 008, 009

RHODE ISLAND

Providence: 027, 028, 029

SOUTH CAROLINA

Charleston: 294

Columbia: 290, 291, 292

Florence: 295

Greenville: 293, 296

SOUTH DAKOTA

Aberdeen: 574

Dakota Central: 572, 573

Mobridge: 576

Pierre: 575

Rapid City: 577

Sioux Falls: 570, 571

TENNESSEE

Chattanooga: 307, 373, 374

Columbia: 384

Cookeville: 385

Jackson: 383

Johnson City: 376

Knoxville: 377, 378, 379

McKenzie: 382

Memphis: 380, 381, 386

Nashville: 370, 371, 372

TEXAS

Abilene: 768, 795, 796

Amarillo: 791

Austin: 786, 787, 789

Beaumont: 776, 777

Bryan: 778

TEXAS (Continued)

Corpus Christi: 784

Dallas: 751, 752, 753

El Paso: 799

Fort Worth: 760, 761, 762, 764

Greenville: 754

Houston: 770, 772

Longview: 756

Lubbock: 794

Lufkin: 759

North Houston: 773, 774, 775

North Texas: 750

Palestine: 758

San Angelo: 769

San Antonio: 780, 781, 782, 788

Texarkana: 755

Tyler: 757

Waco: 765, 766, 767

Wichita Falls: 763

UTAH

Provo: 845, 846, 847

Salt Lake City: 840, 841, 843, 844

VERMONT

Burlington: 054, 056

White River Junction: 035, 036, 037, 050, 051, 052, 053, 057, 058, 059

VIRGINIA

Charlottesville: 228, 229, 244

Culpeper: 227

Farmville: 239

VIRGINIA (Continued)

Northern Virginia: 201, 220, 221, 222, 223

Norfolk: 233, 234, 235, 236, 237

Richmond: 224, 225, 230, 231, 232, 238

Winchester: 226

WASHINGTON

Everett: 982

Olympia: 985

Seattle: 980, 981

Tacoma: 983, 984

Wenatchee: 988

Yakima: 989

WEST VIRGINIA

Bluefield: 246, 247, 248

Charleston: 250, 251, 252, 253

Huntington: 255, 256, 257

Martinsburg: 254

Wheeling: 260

WISCONSIN

Eau Claire: 547

Green Bay: 543

La Crosse: 546

Madison: 537

Milwaukee: 530, 531, 532

Oshkosh: 549

Racine: 534

Spooner: 548

WYOMING

Cheyenne: 820

Exhibit 231.41b (p. 1)

GPM Acceptance Locations Not Linked to the Eagle Network (“Off-Net”)**ALABAMA**

Birmingham: 350, 351, 355, 359
 Dothan: 363
 Evergreen: 364
 Montgomery: 360, 367
 Tuscaloosa: 354

ALASKA

Anchorage: 995, 996
 Fairbanks: 997
 Juneau: 998
 Ketchikan: 999

ARIZONA

Flagstaff: 860
 Globe: 855
 Kingman: 864
 Prescott: 863
 Showlow: 859
 Tucson: 856

ARKANSAS

Batesville: 725
 Camden: 717
 Fayetteville: 727
 Fort Smith: 729
 Harrison: 726
 Hot Springs National Park: 719
 Jonesboro: 724
 Pine Bluff: 716
 Russellville: 728

CALIFORNIA

Bakersfield: 932, 933
 Eureka: 955
 Fresno: 936, 937, 938
 Marysville: 959
 Mojave: 935
 North Bay: 954
 Oxnard: 930, 931
 Redding: 960
 Sacramento: 942, 956, 957, 958
 San Bernardino: 922, 923, 924, 925
 Santa Barbara: 934
 Stockton: 952, 953

COLORADO

Alamosa: 811
 Brighton: 807
 Denver: 804
 Durango: 813
 Glenwood: 816
 Grand Junction: 814, 815
 Salida: 812

FLORIDA

Fort Myers: 341
 Panama City: 324
 Pensacola: 325

HAWAII

Honolulu: 967, 968

IDAHO

Boise: 836, 837, 979
 Lewiston: 835, 994
 Pocatello: 832, 834
 Twin Falls: 833

IOWA

Carroll: 514
 Creston: 508
 Decorah: 521
 Fort Dodge: 505
 Sheldon: 512
 Spencer: 513

KANSAS

Colby: 677
 Dodge City: 678
 Hutchinson: 675
 Independence: 673
 Liberal: 679, 739
 Salina: 669
 Wichita: 670, 671

KENTUCKY

Hazard: 417, 418
 London: 407, 408, 409
 Paducah: 420
 Somerset: 425, 426

LOUISIANA

Alexandria: 713, 714
 Lafayette: 705
 Lake Charles: 706
 Monroe: 712
 Shreveport: 710, 711

MICHIGAN

Iron Mountain: 498, 499

MINNESOTA

Bemidji: 566
 Brainerd: 564
 Duluth: 556, 557

MISSISSIPPI

Columbus: 397
 Greenville: 387
 Jackson: 390, 391

Mississippi (continued)

Meridian: 369, 393
 Tupelo: 388

MONTANA

Billings: 590, 821
 Butte: 597
 Great Falls: 594
 Havre: 595
 Helena: 596
 Kalispell: 599
 Miles City: 593
 Missoula: 598
 Wolf Point: 592

NEBRASKA

Alliance: 693
 Grand Island: 688, 689
 McCook: 690
 North Platte: 691
 Valentine: 692

NEVADA

Elko: 896
 Ely: 893
 Las Vegas: 889, 890
 Reno: 894, 895, 897, 961

NEW MEXICO

Albuquerque: 870, 872, 875
 Carrizozo: 883
 Clovis: 881
 Farmington: 874
 Gallup: 865, 873
 Las Cruces: 880
 Las Vegas: 877
 Roswell: 882
 Socorro: 878
 Truth or Consequences: 879
 Tucumcari: 884

NORTH CAROLINA

Fayetteville: 283, 284
 Kinston: 285
 Rocky Mount: 278, 279

OREGON

Bend: 977
 Eugene: 974
 Klamath Falls: 976
 Medford: 975
 Pendleton: 978
 Portland: 970, 971, 986
 Salem: 973

Exhibit 231.41b (p. 2)

GPM Acceptance Locations Not Linked to the Eagle Network (“Off-Net”)**TEXAS**

Amarillo: 790
Childress: 792
Corpus Christi: 783
El Paso: 798, 885
Lubbock: 793
McAllen: 785
Midland: 797
Texarkana: 718

UTAH

Salt Lake City: 842

VIRGINIA

Bristol: 242
Lynchburg: 245
Roanoke: 240, 241, 243

WASHINGTON

Pasco: 993
Spokane: 838, 990, 991, 992

WEST VIRGINIA

Beckley: 258, 259
Clarksburg: 262, 263, 264, 265
Gassaway: 266
Lewisburg: 249
Parkersburg: 261
Petersburg: 268

WISCONSIN

Green Bay: 541, 542
Madison: 535, 538
Portage: 539
Rhineland: 545
Wausau: 544

WYOMING

Casper: 826
Gillette: 827
Rawlins: 823
Riverton: 825
Rock Springs: 829, 830, 831
Sheridan: 828
Wheatland: 822
Worland: 824

231.42 **Destinations**

Below is an alphabetical list of the destination countries to which Global Priority Mail (GPM) items may be sent and the rate group designation that is associated with each of those geographic locations:

Destination Country	GPM Postage Rate Group	Destination Country	GPM Postage Rate Group
Aruba	5	Jamaica	5
Australia	4	Japan	4
Austria	5	Korea, Republic of	5
Bahamas	5	Liechtenstein	3
Barbados	5	Luxembourg	3
Belgium	3	Malaysia	5
Brazil (Service is limited to Rio de Janeiro and Sao Paulo)	5	Mexico (Service is limited to Guadalajara, Mexico City, and Monterrey)	2
Canada	1	Netherlands	3
Chile (Service is limited to Santiago, Valparaiso, and Vina del Mar)	5	New Zealand (Includes Cook Islands and Niue)	4
China (See Exhibit 231.42 for applicable locations)	5	Norway	3
Colombia	5	Philippines	5
Costa Rica	5	Poland	5
Czech Republic	5	Portugal (Includes Azores and Madeira Islands)	3
Denmark	3	Saint Lucia	5
Dominican Republic	5	Saudi Arabia (Service is limited to Dammam, Jeddah, and Riyadh)	5
Finland	3	Singapore	5
France (Includes Corsica and Monaco)	3	South Africa	5
Germany	3	Spain (Includes Canary Islands)	3
Great Britain & Northern Ireland (Includes England, Scotland, Wales, Northern Ireland, Guernsey, Jersey, Alderney, Sark, and the Isle of Man)	3	Sweden	3
Guyana	5	Switzerland	3
Hong Kong	5	Taiwan	5
Hungary	5	Thailand	5
Iceland	3	Trinidad & Tobago	5
India	5	Turks & Caicos Islands	5
Ireland	3	Vietnam	5
Israel (Service is limited to Haifa, Jerusalem, and Tel Aviv)	3		

Note: See [Exhibits 232.11](#) and [232.12](#) for the GPM Flat-Rate Envelope rates and the Variable-Weight Option rates that correspond to Rate Groups 1–5, respectively.

Exhibit 231.42

GPM Locations — China

Akesu	Hebi	Ningde	Tongren
Aletai	Hefei	Pingdingshan	Tulufan (Turpan)
Anshun	Hengyang	Puyang	Wuhan
Anyang	Heshan	Qiandongnanzhou	Wulanhaote
Atushi	Hetian	Qiannanzhou	Wulumuqi (Urumqi)
Baicheng	Heyuan	Qianxinanzhou	Wuxi
Baishan	Huadu	Qingdao (Tsingtao)	Xiamen
Baotou	Huaihua	Qingyuan	Xian (Sian)
Beijing (Peking)	Huaiyang	Qinhuangdao	Xiangtan
Bijie	Huhehaote (Hohhote)	(Chinwangtao)	Xiangxizhizhou
Bole	Huizhou	Quanzhou	Xinhui
Changchun	Jiangmen	Sanmenxia	Xining
Changde	Jiaozuo	Sanming	Xinxiang
Changsha	Jieyang	Sanshui	Xinyang
Changzhou	Jilin	Sanya	Xuchang
Chanji	Jinan	Shanghai	Yancheng
Chaozhou	Kaifeng	Shangqiu	Yangjiang
Chengdu	Kaiping	Shantou	Yangzhou
Chenzhou	Kashi (Kashqir)	Shaoguan	Yanji
Chifeng	Kelamayi	Shaoyang	Yinchuan
Chongqing	Kuerle	Shenyang	Yining
Conghua	Kuitun	Shenzhen (Shumchum)	Yiyang
Dali	Kunming	Shihezi	Yongzhou
Dalian (Dairen)	Lanzhou	Shijiazhuang	Yueyang
Datong	Liangyungang	(Shihchiachuang)	Yunfu
Dongguan	Liaoyuan	Shizuishan	Zengcheng
Enping	Liupanshui	Shunde	Zhangjiajie
Fanyu	Longyan	Siping	Zhangzhou
Foshan	Loudi	Songyuan	Zhanjiang
Fuzhou (Fouchow)	Luoyang	Suqian	Zhaoqing
Gaoming	Maoming	Suzhou (Jiangsu)	Zhenjiang
Guangzhou (Canton)	Meizhou	Tacheng	Zhenzhou
Guiyang	Nanchang	Taishan	Zhongshan
Haikou	Nanhai	Taiyuan	Zhoukou
Hailaer	Nanjing (Nanking)	Taizhou	Zhuhai
Hami	Nanping	Tianjin (Tientsin)	Zhumadian
Hangzhou	Nantong	Tonghua	Zhuzhou
Harbin	Nanyang	Tongliao	Zunyi

232 **Postage**232.1 **Rates**232.11 **Flat-Rate Envelope Postage Rates**

Each Global Priority Mail flat-rate envelope is charged at a flat rate. The rate is based on the geographic rate zone regardless of its actual weight. Postage is required for each piece. (See [Exhibit 232.11.](#))

Exhibit 232.11

Flat-Rate Envelope Postage Rates

Envelope	Rate Group 1 (Canada)	Rate Group 2 (Mexico)	Rate Group 3	Rate Group 4 (Australia, Japan, New Zealand)	Rate Group 5
Small	\$4.00	\$4.00	\$5.00	\$5.00	\$5.00
Large	\$7.00	\$7.00	\$9.00	\$9.00	\$9.00

232.12 **Variable-Weight Option Postage Rates**

Global Priority Mail variable-weight rates are calculated in half-pound (or fraction thereof) increments based on the weight of each piece (up to 4 pounds) and the destination geographic rate zone. Each GPM mailpiece that is paid for on that basis must have a variable-weight sticker affixed to the address side or be enclosed in a USPS-furnished flat-size (Tyvek) envelope or cardboard box that is specifically intended for the transmittal of GPM items. (See [Exhibit 232.12.](#))

Exhibit 232.12

Variable-Weight Option Postage Rates

Weight Not Over (lbs.)	Rate Group 1 (Canada)	Rate Group 2 (Mexico)	Rate Group 3	Rate Group 4 (Australia, Japan, New Zealand)	Rate Group 5
0.5	\$6.00	\$7.00	\$8.00	\$9.00	\$8.00
1.0	\$8.00	\$9.00	\$10.00	\$11.00	\$12.00
1.5	\$9.00	\$10.00	\$12.00	\$13.00	\$14.00
2.0	\$11.00	\$13.00	\$15.00	\$16.00	\$17.00
2.5	\$12.00	\$16.00	\$18.00	\$19.00	\$21.00
3.0	\$14.00	\$19.00	\$21.00	\$22.00	\$24.00
3.5	\$16.00	\$22.00	\$23.00	\$24.00	\$28.00
4.0	\$18.00	\$25.00	\$26.00	\$27.00	\$31.00

232.2 **Payment of Postage**232.21 **Methods of Payment**

Nonidentical-weight piece mailings must have the applicable postage affixed by adhesive stamps, meter stamps, or, if presented at a post office, postal validation imprinter (PVI labels). Identical-weight piece mailings may be paid by meter stamps, adhesive stamps, PVI labels, or permit imprint, subject to

certain standards. To use a permit imprint, a mailing must consist of 200 or more identical-weight pieces. Mailers may use a permit imprint with nonidentical pieces only if authorized by the USPS under a Manifest Mailing System (MMS), as specified in DMM P910.

232.22 **Permit Imprint Content and Format**

All permit imprints on Global Priority Mail must show city and state, “Global Priority Mail,” “U.S. Postage Paid,” and permit number. They may show the mailing date, amount of postage paid, or the number of ounces.

232.23 **Postage Meter Stamps**

At a minimum, a meter stamp must show in the postmark the month, day, and year; city and state designation of the licensing post office; the number; and the amount of postage. See DMM P030.4.6.

233 **Preparation Requirements**

233.1 **Addressing**

All items must bear the complete delivery address of the addressee and the full name (no abbreviations) of the destination country. See 122.

233.2 **Packaging**

Flat-rate Global Priority Mail must be enclosed in a designated USPS envelope (EP-15A or EP-15B). Variable-weight Global Priority Mail must be tendered in a USPS Tyvek envelope (EP-15GP), a USPS Global Priority Mail box (O1099), or have a Global Priority Mail sticker (DEC-10) affixed to the address side of the mailpiece. (GPM mailing supplies can be obtained by calling 800-222-1811.) Unmarked pieces are subject to regular airmail letter-post rates and treatment.

233.3 **Customs Form Required**

If the GPM mailpiece weighs	And it contains	Required Customs Form(s)
Less than 16 ounces	Mail matter that is <i>not</i> potentially dutiable.	None.
	Mail matter that is potentially dutiable mail and has a declared value of <i>under \$400</i> .	Affix a completed PS Form 2976 (green label) to the exterior of the mailpiece.
	Mail matter that is potentially dutiable mail and has a declared value of <i>\$400 and over</i> .	Place a completed PS Form 2976-A inside the packaging. Affix the upper left section of PS Form 2976 (green label) to the exterior of the mailpiece.

If the GPM mailpiece weighs	And it contains	Required Customs Form(s)
16 ounces or more	Mail matter that is <i>not</i> potentially dutiable and is being entered by a “known mailer” (see 123.62).	None.
	Mail matter of any type that has a declared value of <i>under \$400</i> .	Affix a completed PS Form 2976 (green label) to the exterior of the mailpiece.
	Mail matter of any type that has a declared value of <i>\$400 and over</i> .	Place a completed PS Form 2976-A inside the packaging. Affix the upper left section of PS Form 2976 (green label) to the exterior of the mailpiece.

Note: GPM customers who send flat-rate envelopes or variable-weight option mailpieces that weigh 16 ounces or more, bear a permit imprint, and contain correspondence, business papers, or nondutiable printed matter are eligible for the known mailer exemption that is referenced in 123.62.

234 Size and Weight Limits

234.1 Size Limits

234.11 Flat-Rate Envelope Sizes

- Small — 6 x 10 inches.
- Large — 9-1/2 x 12-1/2 inches.

234.12 Package Sizes for Variable-Weight Option

- Minimum length and height: 5-1/2 x 3-1/2 inches.
- Minimum depth (thickness): .007 inches.
- Maximum length: 24 inches.
- Maximum length, height, and depth (thickness) combined: 36 inches.

234.13 Rolls

- Minimum length: 4 inches.
- Minimum length plus twice the diameter combined: 6-3/4 inches.
- Maximum length: 36 inches.
- Maximum length plus twice the diameter combined: 42 inches.

234.14 Global Priority Mail Tyvek Envelope

The dimensions of the Global Priority Mail Tyvek envelope are 12 x 15-1/2 inches.

234.2 **Weight Limit**

All Global Priority Mail items are subject to a 4-pound weight limit.

235 **Special Services**

Mailers may obtain certificates of mailing (see 310). No other special services, such as registry, insurance, restricted delivery, return receipt, or recorded delivery, are available.

236 **Mail Entry**

236.1 **Preparation**

Unless otherwise instructed by USPS acceptance personnel, customers who tender Global Priority Mail at a business mail entry unit (BMEU) must separate the items by destination rate group and by flat-rate envelope size (i.e., small or large), if applicable. Mailpieces that bear a permit imprint or a postage meter impression must be faced in the same direction.

236.2 **Deposit of Mail**

Global Priority Mail flat-rate envelopes and variable-weight option mailpieces, which bear either stamped or metered postage, may be deposited wherever Express Mail is accepted. This includes acceptance by a retail employee at a post office counter; acceptance by a letter carrier while a delivery route is being served; deposit into an Express Mail street collection box if the mailpiece weighs less than 16 ounces; or by telephoning 800-222-1811 to request pickup at the customer's premises. Global Priority Mail that bears a permit imprint must be deposited at a business mail entry unit or other acceptance point that is authorized by the postmaster. Global Priority Mail that bears a meter stamp or impression must be deposited at a location that is under the jurisdiction of the licensing post office, except as permitted under DMM P030.

236.3 **Pickup Service**

On call and scheduled pickup services are available for Global Priority Mail acceptance cities. There is a charge of \$10.25 for each pickup stop, regardless of the number of pieces picked up. (See DMM D010 for standards of pickup service.) Pickup service is *not* available for GPM items that bear a permit imprint and that are paid for through an advance deposit account.

240 Letter-Post

241 Description

241.1 Definition

The letter-post classification encompasses all of the classes of international mail: letters and letter packages, post and postal cards, aerogrammes, printed matter, and small packets that were formerly categorized as LC (letters and cards) and AO (other articles).

241.2 Mailable Matter

Any article that is otherwise acceptable and not prohibited by the country of destination, subject to applicable weight and size limits, may also be mailed at the letter-post rate, either airmail or economy.

242 Postage

242.1 Rates

The country-specific rate group designations that apply to airmail and economy (surface) letter-post items, airmail and economy (surface) M-bags (see 260), and books and sheet music (see 295) are as follows:

Rate Group 1	Rate Group 2	Rate Group 3	Rate Group 4	Rate Group 5
Canada	Mexico	Andorra Belgium Denmark Faroe Islands Finland France Germany Gibraltar Great Britain Greece Greenland Iceland Ireland Israel Italy Liechtenstein Luxembourg Netherlands Norway Portugal San Marino Spain Sweden Switzerland Vatican City	Australia Japan New Zealand	All other destination countries and territorial possessions that are referenced in the Individual Country Listings.

Note: See the Individual Country Listings for the airmail and economy (surface) postage rates that are applicable to specific destination countries and territorial possessions.

242.2 Payment of Postage

Mailers of letter-post items may pay postage with postage stamps, postage meter stamps, postage validation imprinter (PVI) label, and by permit imprint.

243 Weight and Size Limits**243.1 Weight Limit**

The weight limit is 4 pounds.

243.2 Size Limits**243.21 Envelopes and Packages**

- a. Minimum length and height: 5-1/2 x 3-1/2 inches.
- b. Minimum depth (thickness): .007 inch.
- c. Maximum length: 24 inches.
- d. Maximum length, height, depth (thickness) combined: 36 inches.

243.22 Rolls

- a. Minimum length: 4 inches.
- b. Minimum length plus twice the diameter combined: 6-3/4 inches.
- c. Maximum length: 36 inches.
- d. Maximum length plus twice the diameter combined: 42 inches.

243.23 Cards

Unenclosed cards exceeding the size limits for post cards are admissible at the letter-post rate if they do not exceed 4-3/4 x 9-1/4 inches.

243.24 Nonstandard Surcharge

An \$0.11 per-piece surcharge is applied to airmail letter-post items (but *not* to economy (surface) letter-post items) that weigh 1 ounce or less, if any of the following dimensional standards apply:

- a. The length exceeds 11-1/2 inches.
- b. The height exceeds 6-1/8 inches.
- c. The thickness exceeds 1/4 inch.
- d. The length divided by the height results in an aspect ratio that is less than 1.3 or more than 2.5.

244 Preparation Requirements**244.1 Addressing**

See 122.

244.2 Marking

- a. Letter-post items, which because of their size, shape, or configuration might be mistaken for another class of international mail, should be marked "LETTER" on the address side of the mailpiece.
- b. Letter-post items that are paid for at the airmail rate of postage must be marked "AIRMAIL/PAR AVION" or have PS Label 19-A, *Par Avion Air Mail*, or PS Label 19-B, *Air Mail Par Avion*, affixed to the address side of the mailpiece.
- c. Mailpieces that are paid for at the economy (surface) rate of postage for books and sheet music must be marked "BOOKS" or "SHEET MUSIC," as applicable. See 295.41.
- d. Economy (surface) items that qualify as matter for the blind must bear the marking "FREE MATTER FOR THE BLIND" in the upper-right corner of the address side of the mailpiece. See 274.2.
- e. Privately printed postcards must bear the marking "POSTCARD." See 251.14.

244.3 Sealing

Unregistered letter-post items may be sealed at the sender's option. Registered items must be sealed. (See 334.4 for sealing requirements for registered mail.)

244.4 Packaging

The following packaging methods may be used when entering letter-post items:

- a. Mail matter is admissible in envelopes, sleeves, or wrappers of varying sizes and thickness. **Note:** Transparent plastic packaging is acceptable for international mailing purposes.
- b. Bulkier items are admissible in boxes, cartons, tubes, or other types of containers that are commonly used to transmit shipments that are in package form.
- c. Folded mailpieces, without envelopes, are admissible, provided that all of the open sides are secured with tape, tabs, or wafer seals of sufficient quantity and strength as to prevent the mailpieces from opening or being damaged during postal handling.
- d. Letter-post items, in card form, are admissible, so long as their overall dimensions do not exceed 4-3/4 X 9-1/4 inches. See 243.23.

244.5 Customs Forms Required**244.51 Dutiable Merchandise**

- a. Any merchandise sent to another country may be subject to duty under the customs regulations of that country. The Postal Service does not maintain or provide information concerning the assessment of customs duty.

- b. Letter-post items may contain dutiable merchandise unless the country of destination prohibits dutiable merchandise in letters. (See Individual Country Listings.)
- c. When mailing articles that may be dutiable, sender must comply with 123.61 and with special instructions under “Customs Forms Required” and “Observations” in Individual Country Listings.

244.52 **Nondutiable Merchandise**

Nondutiable merchandise may be mailed (at the sender’s risk) to countries that do not accept dutiable merchandise. The Postal Service assumes no responsibility for the treatment such items may receive in the country of destination.

Note: Because PS Form 2976 described in 123.61, generally denotes dutiable contents, it should be omitted from letter-post mail when the sender knows the contents are not dutiable, unless the item weighs 16 ounces or more.

250 **Postcards and Aerogrammes**

251 **Description**

251.1 **Postal Cards/Postcards**

251.11 **Definition**

Postal cards and postcards consist of single cards sent without a wrapper or envelope. Folded (double) cards must be mailed in envelopes at the letter-post rate of postage.

251.12 **Reply-Paid Cards**

Reply-paid cards are not accepted in international mail, except as provided in 132.2.

251.13 **Specifications**

Postcards must be made of cardboard or paper that meets the material and color specifications in 142.

251.14 **Privately Manufactured Postcards**

Privately manufactured postcards, except picture postcards, must bear the heading *Postcard*.

251.15 **Permitted Attachments**

The following may be glued on the left half of the address side of a card, or on the side opposite the address side, if they are made of paper or other thin material and adhere completely to the card:

- a. Clippings of any kind.
- b. Illustrations or photographs.

- c. Labels other than address labels.
- d. Stamps of any kind, except stamps likely to be confused with postage stamps, must not be placed on the address side of the card.
- e. Address labels or address tabs that may be glued to the address side of the card.

251.16 **Nonpermitted Attachments**

The following must not be attached to cards:

- a. Cloth, embroidery, or spangles.
- b. Samples of merchandise.

251.2 **Aerogrammes**

251.21 **Definition**

Aerogrammes are letter sheets that can be folded into the form of an envelope and sealed. Tape or stickers must *not* be used to seal aerogrammes.

251.22 **Postage**

Aerogrammes (bearing imprinted postage) are sold at all post offices. Approved aerogrammes (without imprinted postage) obtained from private firms must have aerogramme-rate postage affixed. However, privately printed aerogrammes sent to Canada and Mexico may bear the appropriate airmail letter-post postage rate.

251.23 **Available Service**

Aerogramme service is available to all countries. Registry is available for aerogrammes. Recorded delivery service is available for aerogrammes if that service is available to the country of destination. See Individual Country Listings.

251.24 **Enclosures**

Enclosures are *not* permitted in aerogrammes. Aerogrammes that contain enclosures are treated as airmail letters and are subject to air letter postage rates. Aerogrammes with enclosures on which postage has not been paid at airmail letter rates must be returned to the sender for the deficiency or treated in accordance with 423.

251.3 **Aerogrammes of Private Manufacture**

251.31 **Authorization**

Individuals or firms may be authorized by the Postal Service to manufacture aerogrammes, without imprinted postage, for their own use or for sale to the public.

251.32 Approval

Before engaging in production, the applicant must apply for an aerogramme permit, submit three printed samples of the proposed aerogramme, and obtain authorization from:

MANAGER INTERNATIONAL MARKETING
INTERNATIONAL BUSINESS
US POSTAL SERVICE
1735 NORTH LYNN STREET
ARLINGTON VA 22209-6020

A sample format may be obtained from that office.

251.33 Specifications for Submitted Samples

The samples submitted for approval and the final printing of the aerogrammes must be on 18-pound paper (500 sheets, 17 x 22 inches) of light blue color as well as the texture equivalent to the regular three-flap aerogramme issued by the U.S. Postal Service. No artificial slippery finish, such as a silicon plastic, is permitted. The sheets, when folded, must measure 7-1/4 x 3-9/16 inches and have three sealing flaps. Samples submitted for approval need not have the flaps gummed, but the areas to be gummed must be identified. The sheets must:

- a. Bear the printed endorsements that appear on the address and reverse sides of the aerogramme issued by the Postal Service.
- b. Contain the printed return address of the applicant, or lines on which the return address may be written if the sheets are to be reproduced for sale to the public.
- c. Bear the words "AUTHORIZED FOR MAILING AS AN AEROGRAMME — P.S. PERMIT NO..." (the number to be filled in when issued). These words must be printed in small, clear type and appear on the lower edge of the address side (when the sheet is folded for mailing). The permit number will be issued at the time the aerogramme is approved.

252 Postage Rates**Postal Cards/Postcards**

Canada	\$0.50
Mexico	\$0.50
All other countries	\$0.70

Aerogrammes

All countries	\$0.70
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253 Weight and Size Limits

253.1 Weight Limits

Postcards weigh approximately the same as postal cards. See 142.

253.2 Size Limits

253.21 Postcards

- a. Minimum: 3-1/2 x 5-1/2 inches.
- b. Maximum: 4-1/4 x 6 inches.

Note: See 243.23 for larger cards.

253.22 Aerogrammes

The size limit for an aerogramme is 7-1/4 x 3-9/16 inches.

254 Preparation Requirements

254.1 Addressing

See 122.

254.2 Marking — Postal Cards/Postcards

254.21 Airmail

The sender should mark postcards *Par Avion* or affix Label 19-A, *Par Avion Air Mail*, or Label 19-B, *Air Mail Par Avion*, on the left side on the front.

254.22 Right Half of Postcard

The right half of the address side of a card must be reserved for the address of the addressee and postal notations or labels.

254.23 Left Half and Reverse Side

The sender may use the left half of the address side of the card and the reverse side for a message or permissible attachments. The sender must use the upper-left half of the address side for his or her return address. (Unless they bear the name and address of the sender, undeliverable cards are disposed of in the country of destination.)

254.3 Sealing Aerogrammes

Tape or stickers must *not* be used to seal aerogrammes.

260 Direct Sacks of Printed Matter to One Addressee (M-Bags)

261 General Description

261.1 Definition

Direct sacks of printed matter to a single foreign addressee, which are also known as M-bags, are subject to the following conditions of mailing:

- Maximum weight: 66 pounds (including the tare weight of the sack).
- Availability: All destinations that are referenced in the Individual Country Listings.
- Identification: PS Tag 158, *M-Bag Addressee Tag*, must be completed and attached to the neck of the sack.
- Postage: The applicable airmail, economy (formerly surface), or International Surface Air Lift (ISAL) postage must be affixed to PS Tag 158.
- Special services: Certificate of mailing and recorded delivery are available. Return receipts and restricted delivery are available in conjunction with recorded delivery. Registry and insurance are not available.

261.2 Allowable Contents

261.21 Printed Matter

Printed matter is admissible in M-bags. Printed matter is defined as paper on which words, letters, characters, figures, images, or any combination thereof, not having the character of a bill or statement of account, or of actual or personal correspondence, have been reproduced by any process other than handwriting or typewriting. Articles that meet the printed matter definition include newspapers, magazines, journals, books, sheet music, catalogues, directories, commercial advertising, and promotional matter.

261.22 Merchandise

Articles of merchandise may be enclosed in M-bags under the following conditions:

- a. The merchandise items being sent are limited to disks, tapes, and cassettes; commercial samples shipped by manufacturers and distributors; or other non-dutiable commercial articles or informational materials that are not subject to resale.
- b. The merchandise items relate to the printed matter (see 261.21) with which they are being mailed.
- c. The merchandise items are affixed to or are otherwise combined with the accompanying printed matter.
- d. The weight of each mailpiece or package, which contains merchandise in combination with printed matter, may not exceed 4 pounds.

- e. The M-bag must be accompanied by a fully completed PS Form 2976, *Customs – CN 22 (Old C1) and Sender's Declaration*, which is to be affixed to PS Tag 158, *M-bag Addressee Tag*.

262 Postage

262.1 Rates

262.11 Airmail M-bags

M-bags that are paid for at the airmail rate of postage may contain any type of allowable printed matter or merchandise items (see 261.22). See the Individual Country Listings for the minimum bag charge for “weights up to 11 pounds” and the per-pound rate for “each additional pound or fraction of a pound” over 11 pounds.

262.12 Economy (Surface) M-bags

Economy (surface) M-bags that contain either publishers' periodicals (see 294) or books and sheet music (see 295) are subject to postage rates that are specifically applicable to those two categories of printed matter. Mailers who enter other types of qualifying printed matter, or printed matter in combination with allowable merchandise items, are required to pay the “regular” M-bag postage rates. See the Individual Country Listings for the minimum bag charge for “weights up to 11 pounds” and the per-pound rate for “each additional pound or fraction of a pound” over 11 pounds.

Exception: The 200 pieces or 50 pounds minimum entry requirement (see 295.12) does *not* apply to books and sheet music that are enclosed in an M-bag. Economy (surface) M-bags containing that category of printed matter may be tendered at either USPS retail counters or bulk mail acceptance locations.

262.13 International Surface Air Lift (ISAL) M-bags

M-bags that are entered in conjunction with an International Surface Air Lift (ISAL) mailing (see 293) may contain all types of allowable printed matter or merchandise items (see 261.22). See 293.71 for the rate of postage that applies to M-bags mailed to each ISAL destination country.

262.2 Payment of Postage

262.21 Postage Calculation

The amount of postage paid by the mailer is determined by the weight of the sack's contents, rounded to the next whole pound. For example, if the total weight of the printed matter in an M-bag is 23.2 pounds, exclusive of the tare weight of the sack, the postage computation is based on a total content weight of 24 pounds.

262.22 Stamps, Postage Meter, PVI Labels, or Permit Imprint

M-bag postage can be paid by the following means:

- a. By affixing postage stamps, meter stamps, or a postage validation imprinter (PVI) label to PS Tag 158, *M-Bag Addressee Tag*.
- b. By placing a permit imprint on PS Tag 158, *M-Bag Addressee Tag*, and making payment through an advance deposit account. When that method of payment is used, the postage must be accounted for on PS Form 3651-M, *Postage Statement - International M-Bag – Permit Imprint*. (**Note:** PS Form 3651-M is *not* to be used when publishers' periodicals are mailed in M-bags. See 294.262.)

263 Weight and Size Limits

263.1 Weight Limits

There is no minimum weight requirement for the entry of airmail M-bags, economy (surface) M-bags, or International Surface (ISAL) M-bags. The maximum weight limit for any type of M-bag is 66 pounds, which includes the tare weight of the sack.

Note: Customers who tender M-bags that weigh less than 11 pounds are required to pay the minimum “11-pound bag charge” that is applicable to the country of destination where the sack and its contents are to be delivered.

263.2 Size Limits

There are no defined size limits so long as articles being sent can be enclosed in the mailbag.

264 Preparation Requirements

264.1 Marking

Printed matter, or printed matter in combination with merchandise items, must be placed into one or more individual packages bearing the name and address of the sender and addressee. Each package must be marked “POSTAGE PAID — M-BAG.”

264.2 Sacking and Labeling

264.21 Equipment

The sacks and mailing tags (i.e., PS Tag 158) needed for M-bag entry can be obtained from the local post offices. Airmail pouches, if available, will be furnished to customers who intend to utilize that type of M-bag service.

264.22 Tagging

PS Tag 158, *M-Bag Addressee Tag*, must be completed and attached to the neck of the sack. It must bear the requisite amount of stamped or metered postage or the sender's authorized permit imprint or indicia (see 262.2).

264.23 Multiple Sacks to One Addressee

If multiple sacks are sent to the same foreign addressee, PS Tag 158 must be marked with an identifiable fraction such as 1/5, 2/5, 3/5, etc.

264.24 Country Destination Name

The post office must label the sack with the name of the country of destination in large letters and the name of the U.S. dispatching exchange office in small letters (for example, Great Britain via New York), and send it to that exchange office for dispatch to destination.

264.3 Customs Forms Required

M-bags that contain potentially dutiable printed matter or any category of printed matter that is combined with allowable merchandise items (see 261.22) must be accompanied by a fully completed PS Form 2976, *Customs - CN 22 (Old C1) and Sender's Declaration*, which is to be affixed to PS Tag 158, *M-bag Addressee Tag*.

270 Matter for the Blind

271 Description

Matter for the blind in international mail is limited to:

- a. Books, periodicals, and other matter (including unsealed letters) impressed in Braille or other special type for the use of the blind.
- b. Plates for embossing literature for the blind.
- c. Discs, tapes, or wires bearing voice recordings and special paper intended solely for the use of the blind, provided they are sent by or addressed to an officially recognized institution for the blind.
- d. Sound recordings or tapes that are mailed by a blind person.
- e. Those items listed in DMM E040.2.0.

272 Postage Rates

- Surface: Free.
- Air: No separate airmail rates are provided for matter for the blind. If airmail service is desired, use airmail letter-post, air parcel post, or other category that meets service request. These items are subject to the weight, size, and preparation requirements of the category of mail selected.

273 Weight and Size Limits

273.1 Weight Limit

The weight limit is 15 pounds.

273.2 Size Limits

273.21 Envelopes and Packages

- a. Minimum length and height: 5-1/2 x 3-1/2 inches.
- b. Minimum depth (thickness): .007 inch.
- c. Maximum length: 24 inches.
- d. Maximum length, height, depth (thickness) combined: 36 inches.

273.22 Rolls

- a. Minimum length: 4 inches.
- b. Minimum length plus twice the diameter combined: 6-3/4 inches.
- c. Maximum length: 36 inches.
- d. Maximum length plus twice the diameter combined: 42 inches.

274 Preparation Requirements

274.1 Addressing

See 122.

274.2 Marking

274.21 Matter for the Blind Sent as Surface Mail

For surface mail accepted as matter for the blind, the word “FREE” must be placed in the upper-right corner, immediately above the words “MATTER FOR THE BLIND.”

274.22 Name of Officially Recognized Institution

The officially recognized institution for the blind must appear in the address or the return address for the following items:

- a. Disks, tapes, or wires bearing voice recordings.
- b. Special paper intended solely for the use of the blind.

274.3 Sealing

Matter for the blind must *not* be sealed, even if registered.

274.4 Packaging

274.41 Subject to Postal Inspection

Matter for the blind is subject to postal inspection (see ASM 274), and must be prepared in such a way that the contents are protected but inspection of the contents is not hindered.

274.42 Types of Containers

The items must be placed in wrappers, in rolls, between cardboard, or in bags, boxes, *unsealed* envelopes, or containers. Dangerous fasteners may not be used. The articles may also be tied with string or twine in a manner that will permit them to be easily untied.

280 Parcel Post

281 General

Parcel post resembles domestic zone-rated Standard Mail (B) mail. Merchandise is permitted, but written communications having the nature of current and personal correspondence are *not* permitted.

Note: Parcel post is the only class of mail that may be insured (see 322).

282 Postage

282.1 Rates

See Individual Country Listings.

282.2 Mailing Locations

Parcels should be presented for mailing at a post office window.

282.3 Pickup Service

Scheduled pickup service is available for an added charge of \$10.25 for each pickup stop regardless of the number of pieces picked up. Only one pickup fee will be charged if domestic Express Mail, Global Express Mail, domestic Priority Mail, Global Priority Mail, and/or domestic Parcel Post is also picked up at the same time. No pickup fee will be charged when international parcel post is picked up during a delivery stop or during a scheduled stop made to collect other mail not subject to a pickup fee. Pickup service is provided in accordance with DMM D010.

283 Weight and Size Limits

283.1 Weight Limits

See Individual Country Listings.

283.2 Size Limits

283.21 Rectangular Parcels

- a. Minimum length and width: 5-1/2 x 3-1/2 inches.
- b. Maximum length: 42 inches.
- c. Maximum length and girth combined: 79 inches.

283.22 Circular Parcels

Maximum girth (measured along diameter): 64 inches.

283.23 Exceptional Size Limits

Rectangular-shaped parcels with dimensions that exceed the standard 42-inch (maximum length) and 79-inch (maximum length and girth combined) size limits can be sent to Belgium, Canada, Germany, Great Britain, Hong Kong, Ireland, Japan, Liechtenstein, Macao, Sweden, and Switzerland. See the relevant Individual Country Listings, under the heading “Size Limits,” for the exceptional size limits that apply to parcels addressed to each of those destination countries.

284 Preparation Requirements**284.1 Addressing**

See 122. Name and address of sender and addressee should also be recorded on a separate slip enclosed in the parcel.

284.2 Marking

Parcel Post packages that are paid for at the airmail rate of postage must be marked “AIRMAIL” or “PAR AVION” or bear one of the two prescribed airmail labels (i.e., either PS Label 19-A or PS Label 19-B). The airmail marking or label should be placed below and to the left of the delivery address.

284.3 Sealing**284.31 Requirements**

All international parcels must be sealed.

284.32 Sealing Materials

Senders must seal their own parcels. Wax, gummed-paper tape, nails, screws, wire, metal bands, or other materials may be used to seal parcels. The seal must be sufficient to allow detection of tampering.

284.4 Packaging**284.41 Packaging Requirements**

Every parcel must be securely and substantially packed. In packing, the sender must consider the nature of the contents, the climate, the length of the journey, and the numerous handlings involved in the conveyance of international mail.

284.42 Types of Containers

Ordinary paperboard containers are not acceptable. Parcels must be packed in one of the following:

- a. Canvas or similar material.
- b. Double-faced corrugated or solid (minimum 275-pound test) fiber boxes or cases.
- c. Strong wooden boxes made of lumber at least 1/2-inch thick or plywood of at least three plies.

284.43 Use of Wrapping Paper

Heavy wrapping paper or waterproof paper is permitted only as the outside covering of a carton.

284.44 Boxes With Screwed or Nailed Lids

If otherwise acceptable, boxes with screwed- or nailed-on lids and bags closed by sewing may be used. Heavy objects, such as cans of food, must be surrounded with other contents or packing material in order to prevent their shifting within the parcel. For illustrations or recommended packing procedures, see DMM C010.

284.45 Customs Forms Required

All parcel post packages must bear PS Form 2976-A.

284.46 Nonpostal Documentation

Forms required by nonpostal export regulations are described in chapter 5.

290 Commercial Services

291 (Reserved)**292 International Priority Airmail Service****292.1 Description****292.11 General**

International Priority Airmail (IPA) service is as fast as or faster than regular international airmail service. It is available to bulk mailers of all letter-post items that are prepared by the sender in accordance with the requirements of this subchapter. Separate rates are provided for presorted mail and nonpresorted mail with drop shipment and volume discounts available.

292.12 Qualifying Mail

Any item of the letter-post classification, as defined in 141.5 and 141.6, qualifies, including aerogrammes and post cards. Items do not have to be of the same size and weight to qualify.

292.13 Minimum Quantity Requirements**292.131 Worldwide Nonpresort Mail**

The mailer must have a minimum of 11 pounds of mail in the total mailing. The minimum does not apply to each country destination.

292.132 Presort Mail

The mailer must have a minimum of 11 pounds of presorted mail to a single rate group, including Canada, to qualify for the presort rate for that rate group.

Note: Mail that cannot be made up in direct country packages (292.442a), in direct country sacks (292.451), or in trays (292.455a) does not qualify for the presort rates and is subject to the worldwide nonpresort rates.

292.14 Dutiable Items

Dutiable items may be sent in accordance with the applicable rules in this subchapter for those classes of mail. Parcel post (CP) items, either ordinary or insured, may not be mailed as International Priority Airmail.

292.15 Deposit**292.151 Full Service**

Mailings must be deposited and accepted at all post offices where bulk mail is accepted and the mailer holds an advance deposit account or postage meter license.

292.152 Drop Shipment

To qualify for the drop shipment rates, the mailer must tender the mail to one of the locations in 292.153. The mailer must pay postage at the drop shipment location either through an advance deposit account or postage meter license at the serving post office. As an alternative, mailers who are participating in the Plant-Verified Drop Shipment (PVDS) program (see DMM P950) may have the mail verified, accepted, and paid for at the mailer's plant or at the origin post office serving the mailer's plant if authorized under DMM P950.2.2. Plant-verified drop shipment mail must be transported by the mailer to the drop shipment location and the mail accompanied by PS Form 8125, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance*.

292.153 Drop Shipment Locations

Drop shipment rates are available from the following offices:

New York:

JOHN F KENNEDY AIRPORT MAIL CTR
US POSTAL SERVICE
JOHN F KENNEDY INTERNATIONAL AIRPORT BLDG 250
JAMAICA NY 11430-9998

Florida:

MIAMI INTERNATIONAL SERVICE CTR*
US POSTAL SERVICE
11690 NW 25TH ST
MIAMI FL 33172-1702

MIAMI PROCESSING AND DISTRIBUTION CTR
US POSTAL SERVICE
2200 NW 72ND AVE
MIAMI FL 33152-9997

Texas:

DALLAS INTERNATIONAL SERVICE CTR
US POSTAL SERVICE
15050 TRINITY BLVD
FORT WORTH TX 76155-3203

Illinois:

CHICAGO OHARE INTERNATIONAL ANNEX
US POSTAL SERVICE
514 EXPRESS CENTER DR
CHICAGO IL 60688-9998

California:

SAN FRANCISCO ISC
US POSTAL SERVICE
2650 BAYSHORE BLVD
DALY CITY CA 94013-1631

WORLDWAY AIRPORT MAIL CTR
US POSTAL SERVICE
21750 ARNOLD CENTER RD
CARSON CA 90810-9998

*Only plant-verified mail is transported to these facilities by the mailer.

292.16 Special Services Not Available

Items sent in this service may not be registered.

292.2 Postage**292.21 Rates****292.211 General**

There are two rate options for International Priority Airmail service: a presort rate option that has eight rate groups, and a worldwide nonpresort rate. For both options, there are full service rates for mail deposited at offices other

than the drop shipment offices listed in 292.153, and drop shipment rates for mail deposited at one of the drop shipment offices. The per-piece rates and per-pound rates are shown in [Exhibit 292.211](#). The per-piece rate applies to each piece regardless of its weight. The per-pound rate applies to the net weight (gross weight minus tare weight of sack) of the mail for the specific rate group. Fractions of a pound are rounded to the next whole pound for postage calculation.

Exhibit 292.211

International Priority Airmail Rates

Rate Group	Per Piece	Drop Shipment Per Pound	Full Service Per Pound
1 (Canada)	\$0.25	\$2.60	\$3.60
2 (Mexico)	\$0.12	\$4.60	\$5.60
3	\$0.20	\$4.25	\$5.25
4	\$0.20	\$5.50	\$6.50
5	\$0.12	\$4.60	\$5.60
6	\$0.12	\$4.75	\$5.75
7	\$0.12	\$6.25	\$7.25
8	\$0.12	\$7.25	\$8.25
Worldwide	\$0.20	\$7.00	\$8.00

292.212 Volume Discount

Mailers who spend \$2 million or more on IPA and ISAL in the preceding postal fiscal year may receive discounts as follows:

- a. \$2 million to \$5 million: 5 percent discount.
- b. Over \$5 million to \$10 million: 10 percent discount.
- c. Over \$10 million: 15 percent discount.

Mailers entitled to these discounts must place the full per-piece rate on each piece of mail if payment is by postage meter or mailer-precanceled stamps. The discount is calculated on the postage statement.

292.213 Qualifying for Volume Discounts

To qualify for volume discounts, mailers must apply in writing to:

MANAGER INTERNATIONAL MARKETING
INTERNATIONAL BUSINESS
US POSTAL SERVICE
1735 NORTH LYNN STREET
ARLINGTON VA 22209-6020

The manager evaluates all requests and informs the mailer and the post office(s) of mailing whether discounts are approved and the level of discount. Mailers must supply the following information:

- a. Postal fiscal year for the qualifying mail.
- b. Permit number(s) and post office(s) where the permits are held.

- c. Total revenue for the postal fiscal year.
- d. Post office(s) where the discount is to be claimed.

The combined IPA and ISAL revenue is counted toward the discounts. The Postal Service will count as revenue to qualify for the volume discounts only postage paid by the permit holder. If a permit holder has more than one account, or accounts in several cities, then these revenues may be combined to qualify for discounts. Agents who prepare mail for the owner of the mail and mail paid by the owner's permit may not be included in the revenue to qualify for the discounts. Customers may be required to substantiate their request by providing copies of all postage statements for the appropriate postal fiscal year. All decisions of the Manager, Mail Order are final.

292.214 **Availability**

IPA service is available to all foreign countries, as listed in [Exhibit 292.452](#), which shows the rate group assigned to each country.

292.215 **Presort Rates**

To qualify for the presort rates (see [Exhibit 292.211](#)), a mailing must consist of a minimum of 11 pounds to a specific rate group. This minimum applies to each rate group and not to the entire mailing. Within a rate group, all mail addressed to an individual country must be sorted into direct country packages of 10 or more pieces (or 1 pound or more of mail) and/or sacked in direct country sacks of 11 pounds or more. Mail that cannot be made up into direct country packages or direct country sacks must be sent at the worldwide nonpresort rates.

Note: There are separate preparation requirements for mail to Canada. See 292.455.

292.216 **Separation by Rate Group**

The mailer must specify the rate group on the back of PS Tag 115, *International Priority Airmail*, with 1 (Canada), 2 (Mexico), 3, 4, 5, 6, 7, 8, or WW (Worldwide), and must physically separate the sacks by rate group at the time of mailing.

292.217 **Computation of Postage**

Postage is computed on PS Form 3652, *Postage Statement — International Priority Airmail*. Postage at the worldwide nonpresort rate is calculated by multiplying the number of pieces in the mailing by the applicable per-piece rate, multiplying the net weight (in whole pounds) of the entire mailing by the applicable per-pound rate, and then adding the two totals together. Postage at the presorted rates is calculated by multiplying the number of pieces in the mailing destined for countries in a specific rate group by the appropriate per-piece rate, multiplying the net weight (in whole pounds) of those pieces by the corresponding per-pound rate, and then adding the two totals together. Volume discounts are calculated on the postage statement.

292.22 Postage Payment Methods**292.221 General**

- a. *Postage Meter or Permit Imprint.* Postage must be paid by postage meter, permit imprint, or mailer-precanceled stamps (see DMM P023.3.0) or a combination. Postage charges are computed on PS Form 3652.
- b. *Piece Rate Portion.* The applicable per-piece postage must be affixed to each piece by meter unless postage is paid by permit imprint or mailer-precanceled stamps (see 292.223).
- c. *Pound Rate Portion.* Postage for the pound rate portion must be paid either by meter stamp(s) attached to the postage statement or from the mailer's authorized permit imprint advance deposit account.

292.222 Postage Meter

- a. *Postage Endorsement.* When postage is paid by meter or mailer-precanceled stamps, each piece must be legibly endorsed with the words "INTERNATIONAL PRIORITY AIRMAIL."
- b. *Specifications for Endorsement.* The endorsement required in 292.222a must appear on the address side of each piece and must be applied by a printing press, hand stamp, or other similar printing device. It must be printed above the name of the addressee and to the left or below the postage, or it may be printed adjacent to the meter stamp in either the postal inscription slug area or ad plate area. If the postal endorsement appears in the ad plate area, no other information may be printed in the ad plate. The endorsement may not be typewritten or hand-drawn. The endorsement is not considered adequate if it is included as part of a decorative design or advertisement.
- c. *Unmarked Pieces.* Unmarked pieces lacking the postage endorsement required by 292.222a are subject to the airmail letter-post single piece rates.
- d. *Drop Shipment of Metered Mail.* Mailers who want to enter metered IPA mail at a post office other than where the meter is licensed must obtain a drop shipment authorization. To obtain an authorization, the mailer must submit a written request to the postmaster at the office where the mail will be entered (see DMM D072).

292.223 Permit Imprint

Mailers may use a permit imprint for mailings that contain identical weight pieces. Any of the permit imprints shown in [Exhibit 152.3](#) are acceptable. The postage charges are computed on PS Form 3652 and deducted from the advance deposit account. Permit imprints must not denote Priority Mail, bulk mail, nonprofit, or other domestic or special rate mail. Mailers may use permit imprint with nonidentical weight pieces only if authorized to use postage mailing systems under DMM P910, P920, or P930.

292.3 Weight and Size Limits

See 243 for the weight and size limits for letter-post items sent in this service. Items may not weigh more than 4 pounds.

292.4 Preparation Requirements for Individual Items

292.41 Addressing

International Priority Airmail is subject to the addressing requirements contained in 122.

- a. **Exception:** International Priority Airmail items destined for Canada must have the applicable alphanumeric postcode included in the delivery address. See 122.1k for the address formatting requirements that generally apply to mailpieces sent to Canada.
- b. **Exception:** International Priority Airmail in direct country sacks (see 292.451) is not subject to the interline addressing requirement that is specified in 122.1d. At the sender's risk, the English translation of the destination post office or city name may be omitted from printed addresses that are in Russian, Greek, Arabic, Hebrew, Cyrillic, Japanese, or Chinese characters. An English translation of the country name (e.g., Japan) is still required on the individual mailpieces.

292.42 Marking

292.421 Airmail

The sender should mark "PAR AVION" or "AIR MAIL" on the address side of each piece. Use of bordered airmail envelopes is optional and may be used for items sent in this service if the envelope contains the "AIR MAIL" endorsement.

292.422 Packages

Items that might be mistaken for another class of mail because of their size, weight, or appearance should be marked "LETTER" on the address side.

292.43 Sealing and Packaging

Mail that is sent via the IPA service may be sealed at the sender's option. See 244.4 for the packaging methods that are applicable to all letter-post items.

292.44 Sortation Requirements for IPA

292.441 Worldwide Nonpresorted Mail

- a. **Working Packages.** IPA mail paid at the nonpresorted rate must be made up into working packages. Letters and flats must be packaged separately, although nonidentical pieces may be commingled within each of these categories. Pieces that cannot be packaged because of their physical characteristics must be placed loose in the sack.
- b. **Facing of Nonpresorted Mail Within Package.** All pieces in the working packages must be faced the same way.

292.442 **Presorted Mail**

- a. *Direct Country Packages.* When there are 10 or more pieces or 1 pound or more of mail for the same country (except Great Britain), it must be made up into a country package. Great Britain requires a finer sortation. At the mailer's option, a finer breakdown by city or postal code may be made based on sortation information provided by the postal administration of the destination country.

b. *Country Package Label.*

- (1) The label (facing slip) for country packages that contain 10 or more pieces to a specific country (except for Great Britain and Mexico) must be completed as follows:

Line 1: Foreign Exchange Office.

Line 2: Country of Destination.

Line 3: Mailer, Mailer Location.

Example:

1150 VIENNA FLUG AUSTRIA RBA COMPANY WASHINGTON DC
--

- (2) See [Exhibit 292.442](#) for Direct Country Package Label and PS Tag 178, *CN 35 Par Avion*, for information.

- c. *Country Packages to Great Britain.* When there are 10 or more pieces or 1 pound or more per separation, International Priority Airmail to Great Britain must be sorted into packages in the following manner:

Separation	Exchange Office (Line 1 Bundle Label)
LONDON CITY	LONDON TOWN
SCOTLAND	GLASGOW FWD
NORTHERN IRELAND	BELFAST FWD
ALL OTHER GREAT BRITAIN	GREAT BRITAIN, GREAT BRITAIN

Example:

LONDON TOWN GREAT BRITAIN MAILER, MAILER LOCATION

- d. *Facing of Pieces Within Country Package.* All pieces in the country package must be faced in the same direction and a facing slip identifying the contents of the package must be placed on the address side of the top piece of each package in such a manner that it will not become separated from the package.

Note: The pressure-sensitive labels and optional endorsement lines used domestically for presort mail are prohibited for International Priority Airmail.

Exhibit 292.442 (p. 1)

Foreign Exchange Office and Country Rate Groups

Rate Group	Country	3-Letter Exchange Office Code	Exchange Office
8	Afghanistan	KBL	Kabul
5	Albania	TIA	Tirana
8	Algeria	ALG	Algiers
3	Andorra *		
8	Angola	LAD	Luanda
6	Anguilla	AXA	The Valley
6	Antigua and Barbuda	ANU	St. John's
6	Argentina	BUE	Buenos Aires Avion
8	Armenia	EVN	Yerevan
6	Aruba	AUA	Oranjestad
5	Ascension *		
4	Australia **	SYD	Sydney
3	Austria	VIE	1150 Vienna Flug
8	Azerbaijan	BAK	Baku
3	Azores *		
6	Bahamas	NAS	Nassau
8	Bahrain	BAH	Bahrain
8	Bangladesh	DAC	Dhaka 17
6	Barbados	BGI	Bridgetown
5	Belarus	MOW	Moscow PCI-1
3	Belgium	BRU	Brussels X
6	Belize	BZE	Belize City
8	Benin	COO	Cotonou
6	Bermuda	BDA	Hamilton
8	Bhutan *		
6	Bolivia	LPB	La Paz
6	Bonaire * ***		
5	Bosnia-Herzegovina	SJJ	Sarajevo
8	Botswana	GBE	Gaborone
6	Brazil	RIO	Rio de Janeiro
6	British Virgin Islands	EIS	Roadtown Tortola
7	Brunei Darussalam	BWN	Bandar Seri Begawan
5	Bulgaria	SOF	Sofia
8	Burkina Faso	OUA	Ouagadougou
8	Burma (Myanmar)	RGN	Rangoon
8	Burundi	BJM	Bujumbura
7	Cambodia	PNH	Phnom Penh
8	Cameroon	DLA	Douala
1	Canada	See Exhibit 292.455 , Canadian Labeling Information	
8	Cape Verde	SID	SAL
6	Cayman Islands	GCM	Grand Cayman
8	Central African Republic	BGF	Bangui
8	Chad	NDJ	N'Djamena
6	Chile	SCL	Santiago
7	China	PEK	Beijing
6	Colombia	BOG	Bogota Aeropuerto
8	Comoros Islands *		
8	Congo, Dem. Rep. of the	FIH	Kinshasa CTT

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Foreign Exchange Office and Country Rate Groups

Rate Group	Country	3-Letter Exchange Office Code	Exchange Office
8	Congo, Rep. of the (Brazzaville)	BZV	Brazzaville
3	Corsica *		
6	Costa Rica	SJO	San Jose
8	Cote d'Ivoire	ABJ	Abidjan
5	Croatia	ZAG	Zagreb
6	Cuba	HAV	Havana
	Curacao ***	CUR	Willemstad
8	Cyprus	NIC	Nicosia
5	Czech Republic	PRG	Prague 120
3	Denmark	CPH	Copenhagen PTM
8	Djibouti	JIB	Djibouti
6	Dominica	DOM	Roseau
6	Dominican Republic	SDQ	Santo Domingo
6	Ecuador	UIO	Quito
8	Egypt	CAI	Cairo Int'l Airport
6	El Salvador	SAL	San Salvador
8	Equatorial Guinea	BSG	Bata
8	Eritrea	ASM	Asmara
5	Estonia	TLL	Tallinn
8	Ethiopia	ADD	Addis Ababa
6	Falkland Islands *		
5	Faroe Islands *		
7	Fiji	NAN	Nadi
3	Finland	HEL	Helsinki
3	France	PAR	Paris Aviation Passe
6	French Guiana	CAY	Cayenne
7	French Polynesia	PPT	Papeete
8	Gabon	LBV	Libreville
8	Gambia	BJL	Banjul
8	Georgia, Republic of	TBS	Tbilisi
3	Germany	FRA	Frankfurt am Main Flughafen
8	Ghana	ACC	Accra
3	Gibraltar	GIB	Gibraltar
3	Great Britain		
	London City	LON	Londontown
	Northern Ireland	BFS	Belfast
	Scotland	GLA	Glasgow
	All Other Great Britain	LON	Great Britain
3	Greece	ATH	Athens
3	Greenland *		
6	Grenada	GND	St. George's
6	Guadeloupe	PTP	Pointe-a-Pitre
6	Guatemala	GUA	Guatemala
8	Guinea	CKY	Conakry
8	Guinea-Bissau	BXO	Bissau
6	Guyana	GEO	Georgetown
6	Haiti	PAP	Port-au-Prince
6	Honduras	TGU	Tegucigalpa
7	Hong Kong	HKG	Victoria

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Foreign Exchange Office and Country Rate Groups

Rate Group	Country	3-Letter Exchange Office Code	Exchange Office
5	Hungary	BUD	Budapest 72 Trans
3	Iceland	REK	Reykjavik
8	India	DEL	Delhi Air
7	Indonesia	JKT	Jakarta Soekarno-Hatta
8	Iran	THR	Tehran
8	Iraq	BGW	Baghdad
3	Ireland	DUB	Dublin
3	Israel	TLV	Tel Aviv-Yafo
3	Italy	ROM	Rome Ferr
6	Jamaica	KIN	Kingston
4	Japan	TYO	Tokyo APT FWD
8	Jordan	AMM	Amman
8	Kazakhstan	ALA	Alma Ata
8	Kenya	NBO	Nairobi
7	Kiribati	TRW	Tarawa
7	Korea, Dem. People's Rep. (North) *		
7	Korea, Republic of (South)	SEL	Seoul
8	Kuwait	KWI	Kuwait
5	Kyrgyzstan	MOW	Moscow PCI-1
7	Laos	VTE	Vientiane
5	Latvia	RIX	Riga
8	Lebanon	BEY	Beirut
8	Lesotho	MSU	Maseru
8	Liberia	MLW	Monrovia
8	Libya	TIP	Tripoli
3	Liechtenstein *		
5	Lithuania	VNO	Vilnius
3	Luxembourg	LUX	Luxembourg Ville
5	Macao	HKG	Macau
5	Macedonia	BEG	Belgrade
8	Madagascar	TNR	Antananarivo
3	Madeira Islands	FNC	Funchal
8	Malawi	BLZ	Limbe C.S.O.
7	Malaysia	KUL	Kuala Lumpur
8	Maldives	MLE	Male
8	Mali	BKO	Bamako
8	Malta	VLT	Valletta
6	Martinique	FDF	Fort de France
8	Mauritania	NKC	Nouakchott
8	Mauritius	MRU	Mauritius
2	Mexico	MEX	Mexico Aereo DF
8	Moldova	KIV	Kishinev
3	Monaco	MCM	Monte Carlo
7	Mongolia *		
6	Montserrat	MNI	Plymouth
8	Morocco	CAS	Casablanca P/PAL
8	Mozambique	MPM	CPI Maputo
8	Namibia	WDH	Windhoek
7	Nauru	INU	Nauru

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Foreign Exchange Office and Country Rate Groups

Rate Group	Country	3-Letter Exchange Office Code	Exchange Office
7	Nepal	KTM	Kathmandu
3	Netherlands	AMS	Amsterdam EXP
6	Netherlands Antilles * ***		
7	New Caledonia	NOU	Noumea
4	New Zealand	AKL	Auckland
6	Nicaragua	MGA	Managua
8	Niger	NIM	Niamey
8	Nigeria	LOS	Lagos
3	Norway	OSL	Oslo Transit
8	Oman	MCT	Muscat
8	Pakistan	KHI	Karachi
6	Panama	PTY	Panama City
7	Papua New Guinea	POM	Port Moresby
6	Paraguay	ASU	Asuncion
6	Peru	LIM	Lima Transito
7	Philippines	MNL	Manila
7	Pitcairn Island *		
5	Poland	WAW	Warsaw
3	Portugal	LIS	Lisbon Province
8	Qatar	DOH	Doha
8	Reunion	RUN	St. Denis
5	Romania	BUH	Bucharest
5	Russia	MOW	Moscow PCI-1
8	Rwanda	KGL	Kigali
6	Saba * ***		
6	Saint Christopher (St. Kitts) and Nevis	SKB	Basseterre
6	Saint Eustatius * ***		
8	Saint Helena *		
6	Saint Lucia	SLU	Castries
6	Saint Maarten ***	SXM	Philipsburg
6	Saint Pierre and Miquelon *		
6	Saint Vincent and The Grenadines	SVD	Kingstown
3	San Marino *		
5	Sao Tome and Principe *		
8	Saudi Arabia	DHA	Dhahran APT
8	Senegal	DKR	Dakar Yoff
5	Serbia-Montenegro (Yugoslavia)	BEG	Belgrade
8	Seychelles	SEZ	Mahe Is
8	Sierra Leone	FNA	Freetown
7	Singapore	SIN	Singapore
5	Slovak Republic (Slovakia)	BTS	Bratislava
5	Slovenia	LJU	Ljubljana
7	Solomon Islands	HIR	Honiara
8	Somalia	MGQ	Mogadishu
8	South Africa	JNB	Johannesburg
3	Spain	MAD	Madrid Airport
8	Sri Lanka	CMB	Colombo

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Foreign Exchange Office and Country Rate Groups

Rate Group	Country	3-Letter Exchange Office Code	Exchange Office
8	Sudan	KRT	Khartoum
6	Suriname	PBM	Paramaribo
8	Swaziland	MTS	Manzini
3	Sweden	STO	Stockholm Flug
3	Switzerland	GVA	Geneva *
8	Syria	DAM	Damascus
7	Taiwan	TPE	Taipei
8	Tajikistan	MOW	Moscow PCI-1
8	Tanzania	DAR	Dar es Salaam
7	Thailand	BKK	Bangkok
8	Togo	LFW	Lome
7	Tonga	NUK	Nukualofa
6	Trinidad and Tobago	POS	Port of Spain
8	Tristan da Cunha *		
8	Tunisia	TUN	Tunis
5	Turkey	IST	Istanbul Hava Alani
5	Turkmenistan	MOW	Moscow PCI-1
6	Turks and Caicos Islands	TKI	Grand Turk
7	Tuvalu *		
8	Uganda	KLA	Kampala
8	Ukraine	IEV	Kiev
8	United Arab Emirates	DXB	Dubai
6	Uruguay	MVD	Montevideo
8	Uzbekistan	TAS	Tashkent
7	Vanuatu	VLV	Port Vila
3	Vatican City	VCY	Vatican City State
6	Venezuela	CCS	Caracas
7	Vietnam	SGN	Ho Chi Minh Ville
7	Wallis and Futuna Islands *		
7	Western Samoa	APW	Apia
8	Yemen	SAH	Sanaa
8	Zambia	NLA	Ndola
8	Zimbabwe	HRE	Harare

Footnotes:

* Direct country sacks are not made to these destinations. Prepare direct country packages (10 or more pieces) and include in mixed direct country package sacks labeled to the assigned U.S. exchange office listed in [Exhibit 292.452](#).

** At the mailer's option, a finer sortation for IPA items addressed to Australia may be used. If this option is chosen, items addressed with postal codes beginning with 0, 1, 2, 4, and 9 and uncoded mail should be sorted and packaged to Sydney. Direct country sacks should be tagged to Sydney as well. Both the three-letter exchange office code, "SYD," and the country name, Australia, should be entered in the "TO" block of Tag 178. Items addressed with postal codes beginning with 3, 5, 6, 7, and 8 should be sorted and packaged to Melbourne. Direct country sacks should be tagged to Melbourne as well. Both the three-letter exchange office code, "MEL," and the country name, Australia, should be entered in the "TO" block of Tag 178.

*** Netherlands Antilles includes Bonaire, Curacao, Saba, St. Eustatius, and St. Maarten.

292.443 Physical Characteristics and Requirements for Packages

- a. *Thickness.* Packages of letter-size mail should be no thicker than approximately a handful of mail (4 to 6 inches thick).
- b. *Securing Packages.* Each package must be securely tied. Placing rubber bands around the length and then the girth is the preferred method of securing packages of letter-size mail. Plastic strapping placed around the length and then the girth is the preferred method of securing packages of flat-size mail.
- c. *Separation of Packages.* Letter-size and flat-size mail must be packaged separately.

292.45 Sacking Requirements**292.451 Direct Country Sack (11 Pounds or More)**

- a. *General.* When there are 11 or more pounds of mail addressed to the same country (including Great Britain), the mail must be packaged and enclosed in blue international airmail sacks and labeled to the country with PS Tag 178, *Airmail Bag Label LC (CN 35/AV 8)* (white). All types of mail, including letter-size packages, flat-size packages, and loose items, can be commingled in the same sack for each destination and counted toward the 11-pound minimum.
- b. *Direct Country Sack Tags.* Direct country sacks must be labeled with PS Tag 178. The tag is white and specially coded to route the mail to a specific country and airport of destination. The blocks on the tag for date, weight, and dispatch information must be completed by the Postal Service and may not be completed by the mailer. The mailer must complete the "To" block showing the destination country. PS Tag 115, *International Priority Airmail*, must also be affixed to the direct country sacks. PS Tag 115 is a "Day-Glo" pink tag that identifies the mail to ensure it receives priority handling. The mailer must designate on the back of PS Tag 115 the applicable rate group, using 1 (Canada), 2 (Mexico), 3, 4, 5, 6, 7, 8, or WW (Worldwide).

292.452 Mixed Direct Country Package Sacks

- a. *General.* The direct country packages containing 10 or more pieces or 1 pound or more of mail destined to a specific country that cannot be made up in direct country sacks must be enclosed in orange Priority Mail sacks unless other equipment is specified by the acceptance office.
- b. *Mixed Direct Country Sack Label.* The sack label must be completed as follows. (See [Exhibit 292.452](#) for list of U.S. International Exchange Offices.)

Line 1: Appropriate U.S. Exchange Office and Routing Code

Line 2: Contents — DRX

Line 3: Mailer, Mailer Location

Example:

AMC SEATTLE WA	980
INT'L PRIORITY AIRMAIL — DRX	
ABC STORE SEATTLE WA	

Exhibit 292.452

Labeling of IPA Mail to USPS Exchange Offices

IPA Acceptance Office 3-Digit ZIP Code Prefix	U.S. Exchange Office and Routing Code for Line 1
004–005, 010–089, 100–199, 250–267	AMC KENNEDY NY 003
200–249, 254, 268, 270–297, 400–418, 420–427, 470–471, 476–477	DIS DULLES FGN VA 20199
006–009, 298–339, 341–342, 344, 346–347, 349–397, 399	ISC MIAMI FL 33112
424, 430–469, 478–516, 520–528, 530–531, 534–535, 537–567, 570–588, 600–620, 622–631, 633–641, 644–658, 660–662, 664–681, 683–693, 739	ISC CHICAGO IL 60688
700–708, 710–738, 740–799, 885	ISC DALLAS TX 753
590–599, 821, 832–838, 970–986, 970–999	AMC SEATTLE WA 980
800–816, 820, 822–831, 840–847, 893–898, 937–961	ISC SAN FRANCISCO CA 94013
850, 852–853, 855–857, 859–860, 863–865, 870–875, 877–884, 889–891, 900–908, 910–928, 930–936	ISC LOS ANGELES CA 90899
967–969	P&DC HONOLULU HI 967

292.453 **Worldwide Nonpresort Mail Sacks**

- a. *General.* The working packages of mixed country mail and loose items must be enclosed in orange Priority Mail sacks unless other equipment is specified by the acceptance office. Nonpresorted letter-size mail may be presented in trays if authorized by the acceptance office.

Note: Working packages of mixed country mail cannot be enclosed in mixed direct country package sacks.

- b. *Worldwide Nonpresort Mail Sack Label.* The sack label must be completed as follows:

Line 1: Appropriate U.S. Exchange Office and Routing Code

Line 2: Contents — WKG

Line 3: Mailer, Mailer Location

Example:

ISC MIAMI FL	33112
INT'L PRIORITY AIRMAIL — WKG	
ABC COMPANY MIAMI FL	

See [Exhibit 292.452](#) for list of U.S. International Exchange Offices.

292.454 **Tags and Weight Maximum for Sacks**

- a. *PS Tag 115 and PS Tag 178.* All IPA sacks (direct country, mixed direct country package sacks, and worldwide nonpresort mail sacks) must be labeled with PS Tag 115, *International Priority Airmail*. PS Tag 115 is a “Day-Glo” pink tag that identifies IPA mail to ensure that it receives priority treatment. PS Tag 178 (see 292.451) is a dispatching tag to be used only for direct country sacks. PS Tag 178 is white and specially coded to route the mail to a specific country and airport of destination. The Postal Service must complete the blocks on the tag for date, weight, and dispatch information. The mailer must complete only the “To” block showing the destination country. Postal tags and sacks are available from the post office.
- b. *Sack Weight Maximum.* The maximum weight of the sack and contents must not exceed 66 pounds.

292.455 Preparation Requirements for Canada

To qualify for the presort rates for Canada, a mailer must have at least 11 pounds of mail for Canada. This includes letter-size, flat-size, and package-size items even though such items are prepared in separate equipment. If the mailing contains less than 11 pounds of mail for Canada, or if the mailer chooses to do so, mail for Canada is included in the worldwide nonpresort rate mail with mail for other countries. Worldwide nonpresort mail for Canada is prepared in accordance with 292.453. The preparation requirements of presorted mail to Canada follow. See [Exhibit 292.455](#) for Canadian labeling information.

- a. *Letter-Size Mail and Flat-Size Mail.* Letter-size items are prepared in letter trays, either half-size or full-size, depending on volume. Flat-size items are prepared in flat trays. All items must be faced in the same direction, and all trays must be full enough to keep the mail from mixing during transportation. Do not prepare the content of the tray in packages. The mailer must label each tray to show the destination in Canada and the dispatching U.S. international exchange office in the following format:

Line 1: Canadian Destination, U.S. Exchange Office Code

Line 2: Contents

Line 3: Mailer, Mailer Location

Example:

TORONTO ON FWD	11430
IPA	
ABC COMPANY NEW YORK NY	

In addition, the mailer must complete PS Tag 115, *International Priority Airmail*. Write "Canada" on the reverse and tape the tag to the tray sleeve. All trays must be banded.

- b. *Packages.* Items that cannot be prepared in trays because of their size or shape must be placed loose in blue airmail sacks. Use PS Tag 115, *International Priority Airmail*, and label to either Toronto or Vancouver, as appropriate. Attach a completed PS Tag 178. See 292.451b.

292.46 Customs Forms Requirements

See 123.

Exhibit 292.455

Canadian Labeling Information

Origin ZIP Code	Exchange Office	Canadian Destination	U.S. Exchange Office Code
004–005, 010–089, 100–129, 150–199, 250–267	JFK	MONTREAL QC FWD	11430
130–149	BUF	TORONTO ON FWD	14240
200–249, 254, 268, 270–297, 400–418, 420–427, 470–471, 476–477	IAD	TORONTO ON FWD	20199
298–326, 330–334, 344, 349–397, 399, 723	MIA	MONTREAL QC FWD	33112
327–329, 335–339, 341–342, 346–347	TPA	TORONTO ON FWD	33630
430–459, 480–497	DTW	TORONTO ON FWD	48242
460–469, 472–475, 478–479, 498–516, 520–528, 530–567, 570–588, 600–631, 633–641, 644–658, 660–662, 664–681, 683–693, 739, 800–816, 822–831, 840–847, 870–884, 893, 898	ORD	TORONTO ON FWD	60688
700–708, 710–722, 724–738, 740–799, 885	DFW	MONTREAL QC FWD	75300
590–599, 821, 832–838, 970–999	SEA	VANCOUVER BC FWD	98158
820, 894–895, 937–961	SFO	VANCOUVER BC FWD	94013
850, 852–853, 855–857, 859–860, 863–865, 889–891, 900–908, 910–928, 930–936	LAX	VANCOUVER BC FWD	90899
967–969	HNL	VANCOUVER BC FWD	96820

293 International Surface Air Lift (ISAL) Service

293.1 Definition

International Surface Air Lift (ISAL) is a bulk mailing system that provides fast, economical international delivery of letter-post items. The cost is lower than airmail and the service is much faster than surface mail. ISAL shipments are flown to the foreign destinations and entered into that country's surface or nonpriority mail system for delivery.

293.2 Qualifying Mail and Minimum Quantity Requirements

Letter-post mail as defined in 241 that meets all applicable mailing standards may be sent in this service. There is a minimum volume requirement of 50 pounds per mailing except for the Direct Shipment option, which requires a minimum 750 pounds to a single country destination. Mail is prepared as (1) direct country sacks when there are 11 pounds or more to a single country or required country separation; (2) mixed country package sacks when there are 10 or more pieces or at least 1 pound of mail to a single country, but less than 11 pounds; and (3) residual mail when there are fewer than 10 pieces or less than 1 pound of mail to a single country. Residual mail may not exceed 10 percent, by weight, of the mail presented in direct country sacks, M-bags, and mixed country package sacks. Qualifying residual mail is subject to the appropriate ISAL rate (Full Service, Direct Shipment, M-Bag, or Dropship ISC).

Note: A package is defined as 10 or more pieces of mail to the same country separation or 1 pound or more regardless of the number of pieces. Packages of letter-size pieces of mail should be no thicker than approximately a handful of mail (4 to 6 inches). Packages of flat-size mail may be thicker than 6 inches but must not weigh more than 11 pounds.

293.3 Service Options**293.31 Availability**

ISAL service is available to the foreign countries listed in [Exhibit 293.71](#) from all post offices where bulk mail is accepted and from the Drop Shipment ISCs listed in 293.32.

293.32 Drop Shipment ISAL International Service Centers

ISAL deposited at the following Drop Shipment ISAL ISCs qualify for the Drop Shipment ISC rates shown in 293.71:

New York:

JOHN F KENNEDY AIRPORT MAIL CTR
US POSTAL SERVICE
JOHN F KENNEDY INTERNATIONAL AIRPORT BLDG 250
JAMAICA NY 11430-9998

Florida:

MIAMI INTERNATIONAL SERVICE CTR*
US POSTAL SERVICE
11690 NW 25TH ST
MIAMI FL 33172-1702

MIAMI PROCESSING AND DISTRIBUTION CTR
US POSTAL SERVICE
2200 NW 72ND AVE
MIAMI FL 33152-9997

Texas:

DALLAS INTERNATIONAL SERVICE CTR
US POSTAL SERVICE
15050 TRINITY BLVD
FORT WORTH TX 76155-3203

Illinois:

CHICAGO OHARE INTERNATIONAL ANNEX
US POSTAL SERVICE
514 EXPRESS CENTER DR
CHICAGO IL 60688-9998

California:

SAN FRANCISCO ISC
US POSTAL SERVICE
2650 BAYSHORE BLVD
DALY CITY CA 94013-1631

WORLDWAY AIRPORT MAIL CTR
US POSTAL SERVICE
21750 ARNOLD CENTER RD
CARSON CA 90810-9998

*Only plant-verified mail is transported to these facilities by the mailer.

293.4 Special Services

The special services described in chapter 3 are not available for items sent by ISAL.

293.5 Customs Documentation

See 123 for the requirements for customs forms.

293.6 Permits

Mailers depositing mail at a Drop Shipment ISC must maintain an advance deposit account at that city if postage is paid by advance deposit account.

293.7 Postage

293.71 Rates

Rate Group	Per Piece	Full Service Per Lb.		Direct Shipment Per Lb.		Drop Shipment ISC Per Lb.	
		Regular	M-Bag	Regular	M-Bag	Regular	M-Bag
1 (Canada)	\$0.25	\$3.15	\$1.50	\$2.65	\$1.50	\$2.15	\$1.40
2 (Mexico)	\$0.12	\$4.20	\$1.60	\$3.70	\$1.60	\$3.20	\$1.50
3	\$0.20	\$3.50	\$1.75	\$3.00	\$1.75	\$2.50	\$1.50
4	\$0.20	\$3.75	\$2.50	\$3.25	\$2.50	\$2.75	\$2.50
5	\$0.12	\$4.45	\$2.25	\$3.95	\$2.25	\$3.45	\$2.00
6	\$0.12	\$4.40	\$2.25	\$3.90	\$2.25	\$3.40	\$2.00
7	\$0.12	\$4.50	\$2.50	\$4.00	\$2.50	\$3.50	\$2.25
8	\$0.12	\$6.50	\$3.25	\$6.00	\$3.25	\$5.50	\$3.00

See [Exhibit 293.71](#) for network countries and applicable rate groups.

Exhibit 293.71 (p. 1)

International Surface Air Lift Service Network Countries and Rates

Country	City	Code	Rate Group
Albania	Tirana	TIA	5
Algeria	Algiers	ALG	8
Angola	Luanda	LAD	8
Argentina	Buenos Aires	BUE	6
Aruba	Oranjestad	AUA	6
Australia	Sydney	SYD	4
Austria	Vienna	VIE	3
Bahrain	Bahrain	BAH	8
Bangladesh	Dhaka	DAC	8
Belgium	Brussels	BRU	3
Belize	Belize City	BZE	6
Benin	Cotonou	COO	8
Bolivia	La Paz	LPB	6
Brazil	Rio de Janeiro	RIO	6
Bulgaria	Sofia	SOF	5
Burkina Faso	Ouagadougou	OUA	8
Cameroon	Douala	DLA	8
Canada	See Exhibit 292.455		1
Central African Republic	Bangui	BGF	8
Chile	Santiago	SCL	6
China	Beijing (Peking)	PEK	7
Colombia	Bogota	BOG	6
Congo, Dem. Rep. of (Zaire)	Kinshasa	FIH	8
Costa Rica	San Jose	SJO	6
Cote d'Ivoire (Ivory Coast)	Abidjan	ABJ	8
Cuba	Havana	HAV	6
Czech Republic	Prague	PRG	5
Denmark	Copenhagen	CPH	3
Dominican Republic	Santo Domingo	SDQ	6
Ecuador	Guayaquil	GYE	6
Egypt	Cairo	CAI	8
El Salvador	San Salvador	SAL	6
Ethiopia	Addis Ababa	ADD	8
Fiji	Nadi	NAN	7
Finland	Helsinki	HEL	3
France	Paris	PAR	3
French Guiana	Cayenne	CAY	6
Gabon	Libreville	LBV	8
Germany	Frankfurt	FRA	3
Ghana	Accra	ACC	8
Great Britain	London	LON	3
Greece	Athens	ATH	3
Guatemala	Guatemala City	GUA	6
Guyana	Georgetown	GEO	6
Haiti	Port-au-Prince	PAP	6
Honduras	Tegucigalpa	TGU	6
Hong Kong	Hong Kong	HKG	7

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International Surface Air Lift Service Network Countries and Rates

Country	City	Code	Rate Group
Hungary	Budapest	BUD	5
Iceland	Reykjavik	REK	3
India	Mumbai	BOM	8
Indonesia	Jakarta	JKT	7
Iran	Tehran	THR	8
Ireland	Dublin	DUB	3
Israel	Tel Aviv	TLV	3
Italy	Rome	ROM	3
Jamaica	Kingston	KIN	6
Japan *	Osaka Int'l	OSA	4
	Tokyo	TYO	4
Jordan	Amman	AMM	8
Kenya	Nairobi	NBO	8
Korea, Rep. of (South)	Seoul	SEL	7
Kuwait	Kuwait City	KWI	8
Lebanon	Beirut	BEY	8
Liechtenstein	Basel	BSL	3
Luxembourg	Luxembourg	LUX	3
Madagascar	Antananariva	TNR	8
Malaysia	Kuala Lumpur	KUL	7
Mali	Bamako	BKO	8
Mauritania	Nouakchott	NKC	8
Mauritius	Port Louis	MRU	8
Mexico	Mexico City	MEX	2
Morocco	Casablanca	CAS	8
Mozambique	Maputo	MPM	8
Netherlands	Amsterdam	AMS	3
Netherlands Antilles	Curacao	CUR	6
New Zealand	Auckland	AKL	4
Nicaragua	Managua	MGA	6
Niger	Niamey	NIM	8
Nigeria	Lagos	LOS	8
Norway	Oslo	OSL	3
Oman	Muscat	MCT	8
Pakistan	Karachi	KHI	8
Panama	Panama City	PTY	6
Papua New Guinea	Port Moresby	POM	7
Paraguay	Asuncion	ASU	6
Peru	Lima	LIM	6
Philippines	Manila	MNL	7
Poland	Warsaw	WAW	5
Portugal	Lisbon	LIS	3
Qatar	Doha	DOH	8
Reunion Island	St Denis	RUN	8
Romania	Bucharest	BUH	5
Russia	Moscow	MOW	5
Saudi Arabia	Dhahran	DHA	8

Exhibit 293.71 (p. 3)

International Surface Air Lift Service Network Countries and Rates

Country	City	Code	Rate Group
Senegal	Dakar	DKR	8
Singapore	Singapore	SIN	7
South Africa	Johannesburg	JNB	8
Spain **	Madrid	MAD	3
Sri Lanka	Colombo	CMB	8
Sudan	Khartoum	KRT	8
Suriname	Paramaribo	PBM	6
Sweden	Stockholm	STO	3
Switzerland	Basel	BSL	3
Syria	Damascus	DAM	8
Taiwan	Taipei	TPE	7
Tanzania	Dar es Salaam	DAR	8
Thailand	Bangkok	BKK	7
Togo	Lome	LFW	8
Trinidad and Tobago	Port of Spain	POS	6
Tunisia	Tunis	TUN	8
Turkey	Istanbul	IST	5
Uganda	Kampala	KLA	8
United Arab Emirates	Dubai	DXB	8
Uruguay	Montevideo	MVD	6
Venezuela	Caracas	CCS	6
Yemen	Sanaa	SAH	8
Zambia	Ndola	NLA	8
Zimbabwe	Harare	HRE	8

* To expedite handling, Japan Post has requested that U.S. shippers make the following optional separation of their ISAL mail:
 —Mail destined for locations in Japan with post code prefixes 52–93 should be labeled to Osaka International (OSA).
 —Mail destined for all other post code prefixes should be labeled to Tokyo(TYO).
 All ISAL mail that is not optionally separated as specified above should be labeled to Tokyo (TYO).

** Including the Canary Islands.

293.72 Full Service Rates

ISAL mailings presented at any post office that accepts bulk mail, other than a Drop Shipment ISC listed in 293.32, and not eligible for the direct shipment rate, are paid at the full-service rates. Postage for regular ISAL is paid on a per-piece and a per-pound basis. M-bags are subject to the M-bag pound rate only.

293.73 Direct Shipment Rates

Mailers are eligible for the direct shipment rates from the acceptance post office (except Drop Shipment ISCs) when the Postal Service is able to arrange direct transportation from the origin office to the destination country. To qualify, mailers must present a minimum of 750 pounds to each destination country. Mailers must contact the post office of mailing at least 14 days before the first desired mailing date. A postal employee must complete PS Form 3655, *International Surface Airlift (ISAL) Direct Shipment Option Advisement and Confirmation of Transactions*, and fax it to the distribution network office (DNO) to obtain a contract for transportation. If the DNO cannot arrange direct transportation, the direct shipment rate does not apply. The Postal Service may cancel direct shipment rates and service when direct transportation is no longer available.

293.74 Drop Shipment ISC Rates

ISAL mailings transported by the mailer to the Dropship ISCs listed in 293.32 are eligible for the Drop Shipment ISC rate.

293.75 Volume Discount**293.751 General**

Mailers who spend \$2 million or more combined on ISAL and IPA in the preceding postal fiscal year may receive discounts off the rates shown in 293.71:

- a. Over \$2 million to \$5 million: 5 percent discount.
- b. Over \$5 million to \$10 million: 10 percent discount.
- c. Over \$10 million: 15 percent discount.

Mailers entitled to these discounts must place the full per-piece rate on each piece of mail if payment is by postage meter or mailer-precanceled stamps. The discount is calculated on the postage statement.

293.752 Qualifying for Volume Discounts

To qualify for volume discounts, mailers must apply in writing to:

MANAGER INTERNATIONAL MARKETING
INTERNATIONAL BUSINESS
US POSTAL SERVICE
1735 NORTH LYNN STREET
ARLINGTON VA 22209-6020

The manager evaluates all requests and informs the mailer and the post office(s) of mailing whether discounts are approved and the level of discount. Mailers must supply the following information:

- a. The postal fiscal year for the qualifying mail.
- b. The permit number(s) and post office(s) where the permits are held.
- c. The total revenue for the postal fiscal year.
- d. The post office(s) where the discount is to be claimed.

The combined ISAL and IPA revenue is counted toward the discounts. The Postal Service will count as revenue to qualify for the volume discounts postage paid by only a permit holder. If a permit holder has more than one account, or accounts in several cities, then these revenues may be combined to qualify for discounts. Agents who prepare mail for the owner of the mail and mail paid by the owner's permit may not be included in the revenue to qualify for the discounts. Customers may be required to substantiate their request by providing copies of all mailing statements for the appropriate postal fiscal year. All decisions of the Manager, Mail Order are final.

293.76 **Payment Methods**

293.761 **Postage Meter, Permit Imprint, or Precanceled Stamps**

Postage must be paid by postage meter, permit imprint, or mailer-precanceled stamps. Postage is computed on PS Form 3650, *Statement of Mailing — International Surface Air Lift*. PS Form 3650 is required for all ISAL mailings.

293.762 **Piece Rate**

The applicable per-piece postage must be affixed to each piece (except M-bags) by meter or mailer-precanceled stamps, unless postage is paid by permit imprint. Mailers may use permit imprint only with identical weight pieces unless authorized under the postage mailing systems referenced in DMM P910, P920, or P930. All of the permit imprints for printed matter shown in [Exhibit 152.3](#) are acceptable.

293.763 **Pound Rate**

Postage for the pound rate portion must be paid either by meter stamp(s) attached to the finance copy of the postage statement or from the mailer's advance deposit account.

293.8 **Weight and Size Limits**

Any item sent by ISAL must conform to the weight and size limits for letter-post as described in 243.

293.9 Preparation Requirements

293.91 Addressing

International Surface Air Lift mail is subject to the addressing requirements contained in 122.

- a. **Exception:** International Priority Airmail items destined for Canada must have the applicable alphanumeric post code included in the delivery address. See 122.1k for the address formatting requirements that generally apply to mailpieces sent to Canada.
- b. **Exception:** International Surface Air Lift mail in direct country sacks (see 293.942a) is not subject to the interline addressing requirement that is specified in 122.1d. At the sender's risk, the English translation of the destination post office or city name may be omitted from printed addresses that are in Russian, Greek, Arabic, Hebrew, Cyrillic, Japanese, or Chinese characters. An English translation of the country name (e.g., Russia) is still required on the individual mailpieces.

293.92 Marking

For publishers' periodicals (Periodicals Mail), the imprint authorized under 294.41e may be used. Individual items paid by meter postage or mailer-precanceled stamps must be endorsed "International Surface Air Lift" or "ISAL."

293.93 Sealing and Packaging

Mail that is sent via the ISAL service may be sealed at the sender's option. See 244.4 for the packaging methods that are applicable to all letter-post items.

293.94 Makeup Requirements for ISAL

293.941 Packaging

The following guidelines apply:

- a. **General.** All ISAL mail must be prepared in packages within sacks as appropriate. A package is defined as 10 or more pieces of mail to the same country or separation or 1 pound or more regardless of the number of pieces. Packages of letter-size mail pieces should be no thicker than approximately a handful of mail (4 to 6 inches). Packages of flat-size mail may be thicker than 6 inches but must not weigh more than 11 pounds. Packages and sacks must be prepared and labeled as described below. All mailpieces in a package must be "faced" in the same direction (i.e., arranged so that the addresses read in the same direction, with an address visible on the top piece). Pieces that cannot be bundled because of their physical characteristics may be placed loose in the sack.
- b. **Thickness.** Packages of letter-size mail should be no thicker than approximately a handful of mail (4 to 6 inches). Packages of flat-size mail may be thicker than 6 inches but must not weigh more than 11 pounds. Each package must be securely tied. Placing rubber bands around the length and then the girth is the preferred method of securing

packages of letter-size mail. Plastic strapping placed around the length and then the girth is the preferred method of securing packages of flat-size mail.

- c. *Direct Country Packages.* When there are 10 or more pieces or 1 pound or more to the same country, then such pieces must be prepared as a direct country package. If there is less than 11 pounds of mail to the same country, then the direct country package must be labeled with a facing slip showing the destination country or country separation. The facing slip must be placed on the address side of the top piece of each package in such a manner that it will not become separated from the package. The pressure-sensitive labels and optional endorsement lines used domestically for presort mail are prohibited for International Surface Air Lift Mail.
- d. *Residual Packages.* If there is not enough mail to prepare a direct country package (fewer than 10 pieces or less than 1 pound), the mail is considered residual mail. When there are fewer than 10 pieces to the same country, then such pieces should be combined in packages with other mail for countries within the same rate group that similarly have fewer than 10 pieces. Such mixed country packages must be labeled with a facing slip marked "Residual, Rate Group ____." The designated rate group (1, 2, 3, 4, 5, 6, 7, or 8) must be inserted as appropriate. The facing slip must be placed on the address side of the top piece of each package in such a manner that it will not become separated from the package. The pressure-sensitive labels and optional endorsement lines used domestically for presort mail are prohibited for International Surface Air Lift Mail.

Exception: The 10-piece criterion is when there are fewer than 10 pieces to the same country and those pieces weigh more than 11 pounds. Such mailpieces should be packaged together as a direct country package and placed in a direct country sack. Pieces that cannot be packaged because of their physical characteristics may be placed loose in the sack.

293.942 **Sacking**

Once packages of ISAL mail are prepared, the packages are then placed into one of three types of designated sacks:

- a. *Direct Country Sack.* Prepare a direct country sack if there are at least 11 pounds of mail to the same country. The mail must be packaged and enclosed in a gray plastic ISAL sack and labeled to the country with PS Tag 155, *Surface Airlift Mail*. The maximum weight of a direct country sack must not exceed 66 pounds.
- b. *Mixed Country Package Sack.* Prepare a mixed country package sack for those direct country packages where there is less than 11 pounds of mail to the same country. The mail must be packaged as direct country packages, identified with a facing slip showing the destination country or country separation, and enclosed in a green pouch labeled to the dropship ISAL service center. PS Tag 155 also must be attached to the sack. Prepare a mixed country package sack for each of the respective

rate groups for which there is a direct country package and label as follows:

- Rate group 1 — AMC Kennedy - JFK 003
 - Rate group 2 — AMC Miami 33159
 - Rate group 3 — AMC Kennedy - JFK 003
 - Rate group 4 — AMC San Francisco 941
 - Rate group 5 — AMC Kennedy - JFK 003
 - Rate group 6 — AMC Miami 33159
 - Rate group 7 — AMC San Francisco 941
 - Rate group 8 — AMC Kennedy - JFK 003
- c. *Residual Sack.* Prepare a residual sack for those packages of mail that contain fewer than 10 pieces or less than 1 pound of mail to any one country (residual packages). The mail must be packaged as residual packages, appropriately identified with a facing slip, and enclosed in a green pouch labeled to the Drop Shipment ISAL service center. PS Tag 155 also must be attached to the sack. The mailer must prepare a residual sack for each of the respective rate groups for which there is a residual package and label it as follows:
- Rate group 1 — AMC Kennedy - JFK 003
 - Rate group 2 — AMC Miami 33159
 - Rate group 3 — AMC Kennedy - JFK 003
 - Rate group 4 — AMC San Francisco 941
 - Rate group 5 — AMC Kennedy - JFK 003
 - Rate group 6 — AMC Miami 33159
 - Rate group 7 — AMC San Francisco 941
 - Rate group 8 — AMC Kennedy - JFK 003

293.943 Sack Labeling

Depending on the type of sack, labels are prepared as follows:

- a. *Direct Country Sack.* For a direct country sack, use a gray plastic ISAL sack. Use PS Tag 155 to label each sack with the destination country's name. Mailers must complete four blocks on PS Tag 155:
- (1) To (Pour) Block: Enter the name of the ISAL country foreign exchange office, its three-letter exchange office code, and the country's name. See [Exhibit 293.71](#) for the name of the foreign exchange office and its three-letter exchange office code. As an example, for Ireland, this block will be as follows:

Dublin DUB Ireland
 - (2) Customer Permit No. Block: Enter permit number.
 - (3) Kg. Block: Enter the combined weight of the sack and its contents in kilograms (1 pound = 0.4536 kilogram).
 - (4) Date Block: Enter date as shown on PS Form 3650, *Statement of Mailing — International Surface Air Lift*.

After completing the above items on PS Tag 155, attach it to the neck of the sack.

- b. *Mixed Country Package Sack.* For a mixed country package sack, use a domestic green nylon pouch and label it to the appropriate Drop Shipment ISAL service center as follows:

- Rate group 1 — AMC Kennedy - JFK 003
- Rate group 2 — AMC Miami 33159
- Rate group 3 — AMC Kennedy - JFK 003
- Rate group 4 — AMC San Francisco 941
- Rate group 5 — AMC Kennedy - JFK 003
- Rate group 6 — AMC Miami 33159
- Rate group 7 — AMC San Francisco 941
- Rate group 8 — AMC Kennedy - JFK 003

Labels are prepared as follows:

Content:

Line 1: Drop Shipment ISAL Service Center

Line 2: ISAL DRX

Line 3: Mailer, Mailer Location

Example:

AMC KENNEDY — JFK	003
ISAL DRX	
ABC COMPANY, NEW YORK, NY	

For the mixed country package sack label, use Content Identification Number (CIN) 753.

In addition, use PS Tag 155 to label each sack with the appropriate Drop Shipment ISAL service center. Mailers must complete four blocks on PS Tag 155:

- (1) To (Pour) Block: Enter the name of the Drop Shipment ISAL service center and rate group:
 - Rate group 1 — AMC Kennedy — JFK 003
 - Rate group 2 — AMC Miami 33159
 - Rate group 3 — AMC Kennedy — JFK 003
 - Rate group 4 — AMC San Francisco 941
 - Rate group 5 — AMC Kennedy — JFK 003
 - Rate group 6 — AMC Miami 33159
 - Rate group 7 — AMC San Francisco 941
 - Rate group 8 — AMC Kennedy — JFK 003
- (2) Customer Permit No. Block: Enter your permit.
- (3) Kg. Block: Enter the combined weight of the sack and its contents in kilograms (1 pound = 0.4536 kilogram).
- (4) Date Block: Enter date as shown on PS Form 3650.

After completing the above items on PS Tag 155, attach it to the sack.

- c. *Residual Sack.* For a residual sack, use a domestic green nylon pouch and label it to the appropriate Drop Shipment ISAL service center as follows:

- Rate group 1 — AMC Kennedy — JFK 003
- Rate group 2 — AMC Miami 33159
- Rate group 3 — AMC Kennedy — JFK 003
- Rate group 4 — AMC San Francisco 941
- Rate group 5 — AMC Kennedy — JFK 003
- Rate group 6 — AMC Miami 33159
- Rate group 7 — AMC San Francisco 941
- Rate group 8 — AMC Kennedy — JFK 003

Labels are prepared as follows:

Content:

Line 1: Drop Shipment ISAL Service Center

Line 2: ISAL WKG

Line 3: Mailer, Mailer Location

Example:

AMC KENNEDY — JFK	003
ISAL WKG	
ABC COMPANY, NEW YORK, NY	

For the residual sack label, use CIN 754.

In addition, use PS Tag 155 to label each sack with the appropriate Drop Shipment ISAL service center. Mailers must complete three blocks on PS Tag 155:

- (1) To (Pour) Block: Enter the name of the Drop Shipment ISAL service center and rate group:
 - Rate group 1 — AMC Kennedy - JFK 003
 - Rate group 2 — AMC Miami 33159
 - Rate group 3 — AMC Kennedy - JFK 003
 - Rate group 4 — AMC San Francisco 941
 - Rate group 5 - AMC Kennedy - JFK 003
 - Rate group 6 - AMC Miami 33159
 - Rate group 7 - AMC San Francisco 941
 - Rate group 8 - AMC Kennedy - JFK 003
- (2) Customer Permit No. Block: Enter your 10-digit ISAL permit or customer identification number.
- (3) Kg. Block: Enter the combined weight of the sack and its contents in kilograms (1 pound = 0.4536 kilogram).
- (4) Date Block: Enter date as shown on PS Form 3650.

After completing the above items on PS Tag 155, attach it to the sack.

293.944 Sack Separation

When presenting an ISAL shipment to the Postal Service, the mailer must physically separate the sacks of mail by type (direct, mixed, residual) and rate group (1, 2, 3, 4, etc.) at time of mailing.

293.945 ISAL M-Bags

Subject to the provisions of 260, Direct Sacks of Printed Matter to One Addressee (M-bags) may be entered as ISAL mail and sent to all destination countries that are referenced in [Exhibit 293.71](#). When using that method of mail preparation, the sender must complete PS Tag 155, *Surface Airlift Mail*, and PS Tag 158, *M-bag Addressee Tag*, and securely attach each of those tags to the neck of the sack. Merchandise items, in combination with related printed matter, may be placed into ISAL M-bags, provided that the contents and method of preparation conform to the requirements that are specified in 261.22.

293.95 Mailer Notification

Mailers who wish to mail shipments that weigh over 750 pounds but who are not eligible for direct shipment rates must notify the ISAL coordinator at the office of mailing at least 14 days before the planned date of mailing. Specific country information and weight per country must be provided. No prior notification is required for mailers with 750 pounds or less.

294 Publishers' Periodicals**294.1 Description****294.11 Definition**

Publishers' periodicals are domestically approved publications that include magazines, newspapers, journals, and other types of periodical publications. See DMM E211.

294.12 Eligibility

In order to be admissible at publishers' periodical rates, qualifying mail matter, as defined in 294.11, must be tendered by the publisher or registered news agent who is authorized to enter that particular publication. When such mailpieces are tendered by anyone other than the designated publisher or registered news agent, the mailer has the option of paying either the airmail letter-post rate or the economy (surface) letter-post rate.

294.2 Postage**294.21 Rates**

See Individual Country Listings for rates.

294.22 Special Rates

There are no unique international postage rates that specifically apply to either nonprofit organizations or to classroom publications. If otherwise qualified, those categories of senders may enter their mail at publishers'

periodicals rates. See 294.62 for the conditions of mailing governing a postage rate discount for publishers or registered news agents who drop ship their mail at the New Jersey International and Bulk Mail Center (NJI&BMC).

294.23 **Sample Copies**

Complete sample copies may be mailed at the rates for publishers' periodicals, whether or not the number of such sample copies exceeds 10 percent of the subscriber copies.

294.24 **Single Copies Mailed to Countries Other Than Canada**

Single copies of publishers' periodicals addressed to all countries *except* Canada must be placed in wrappers or envelopes.

294.25 **Single Copies Mailed to Canada**

Single copies of publishers' periodicals may be entered without envelopes or wrappers, provided the mailing is sorted and packaged in the manner prescribed in 294.4. The exemption from the wrapper requirement is not applicable to copies addressed for delivery at Canadian overseas military post offices (CFPOs).

294.26 **Payment of Postage**

294.261 **General**

Unless the use of Centralized Postage Payment (CPP) procedures has been authorized, the publisher or registered news agent must use a periodicals mail indicia and pay postage through an advance deposit account that is established at the Post Office of original/additional entry. Periodical postage must be computed at the applicable per-copy rate and accounted for on PS Form 3541, *Postage Statement-Periodicals One Issue or One Edition*, or PS Form 3541-M, *Postage Statement-Periodicals All Issues in a Calendar Month*, as appropriate. Postage stamps, precanceled stamps, meter stamps, and permit imprints may *not* be used to pay publishers' periodical rate postage. Permissible enclosures are subject to the payment of letter-post rates as specified 294.29.

294.262 **M-bags**

For M-bag mailings, the publisher or registered news agent must place meter stamps or an authorized indicia in the designated block on PS Tag 158, *M-Bag Addressee Tag*. When postage is paid through an advance deposit account, it must be computed at the applicable per-copy rate and accounted for on either PS Form 3541 or PS Form 3541-M, as appropriate.

Note: The \$0.25 per pound postage rate discount that is available to publishers or registered news agents who "drop ship" their mail at the New Jersey International and Bulk Mail Center (NJI&BMC) does *not* apply to M-bags.

294.27 Payment of Postage While Application Is Pending

When an application to mail at periodical rates is pending, the publisher or registered news agent must adhere to the following procedures:

- a. Upon tendering a mailing, complete PS Form 3541 or PS Form 3541-M, as appropriate, and annotate the applicable periodicals mailing statement with the words "Pending Application."
- b. Simultaneously complete PS Form 3651-LP, *Postage Statement - International Letter-post Permit Imprint*.
- c. Pay postage at the airmail letter-post rate or the economy (surface) letter-post rate, whichever is less.

When the application for periodicals mailing privileges is approved, the postage charges paid on previously reported mailings will be adjusted based on rates for publishers' periodicals and according to the general procedures provided in DMM E216.

294.28 Rates of Postage**294.281 Per-Copy Rate**

Publishers' periodicals that are individually addressed or are enclosed in an M-bag must be accounted for on PS Form 3541 or PS Form 3541-M, as appropriate, and be paid for at the per-copy rate.

294.282 Bulk Packages

Unaddressed copies made up in bulk packages are *not* subject to publishers' periodical rates. Such items must be paid for at either the airmail letter-post rate or the economy (surface) letter-post rate, whichever is less. When that method of preparation is used, stamped or metered postage may be affixed to the exterior wrappers. The postage payment amount is based on the aggregate weight of the mailpieces that constitute the bulk package.

294.29 Publishers' Periodicals Containing an Enclosure

When individually addressed publishers' periodicals are accompanied by an enclosure, the following postage payment procedures apply:

- The host mailpiece must be paid for at the applicable per-copy rate and accounted for on PS Form 3541 or PS Form 3541-M, as appropriate.
- The enclosure must be paid for at the airmail letter-post rate or the economy letter-post rate, whichever is less, and accounted for on PS Form 3651-LP, *Postage Statement - International Letter-post Permit Imprint*.

294.3 Conditions for Mailing

Publishers' periodicals are subject to the following conditions for mailing:

- a. Weight Limit: 4 pounds to all destination countries.
- b. Size limits: Same as for other categories of letter-post items. See 243.2.

c. Markings and Endorsements:

- Since publishers' periodical rate postage must be paid through an advance deposit account (see 294.261), qualifying mailpieces must be endorsed "PERIODICALS Postage paid at...." At the mailer's option, however, the simplified endorsement "PERIODICALS" may be substituted. See DMM C200.4.2.
- In situations where a publisher or registered news agent enters a periodical publication at more than one postal location, the prescribed endorsement is "PERIODICALS Postage paid at...and Additional Mailing Offices."
- When a mailer's application to enter at the publishers' periodical rates is currently pending, the prescribed endorsement is "Application to Mail at PERIODICALS Postage Rates Pending at...." See DMM E211.10.5g.

294.4 **Makeup Requirements for Publishers' Periodicals**294.41 **Sortation**

Publishers' periodicals must be sorted into city and country packages as follows:

- a. City packages must be prepared when six or more copies are addressed to the same city. Packages may be prepared by foreign alphanumeric postal codes. Each package must bear a facing slip showing the city and country of destination. Packages that destinate in Canada must be prepared using the Canadian postal codes that are specified in [Exhibit 294.43a](#) (standard entry) or [Exhibit 294.43b](#) (drop shipment at NJI&BMC). At the mailer's option, a finer presort based on Canadian postal codes may be used.
- b. When six or more copies for the same country remain after the city packages are prepared, country packages must be prepared. Each country package must bear a facing slip showing the country of destination.
- c. Copies remaining after city and country packages are prepared are residual copies. Residual copies must be packaged and bear a facing slip marked "MIXED WORKING FOREIGN." The packages must be labeled to the appropriate international exchange office or, for Canadian-bound mail, a concentration center as instructed by the post office of mailing.
- d. All pieces in a package must have the address side facing up. Each package must be securely banded or tied with rubber bands or string to withstand handling without breakage or damage and to prevent injury to postal personnel or damage to sorting equipment.
- e. Single copies of publications addressed for delivery in Canada, which are not enclosed in wrappers or envelopes under 294.25, must be included in packages that are protected with cardboard, fiberboard, or other protective covering. The package label (facing slip) must bear these notations:

“OPEN AND DISTRIBUTE”
 “Periodicals Mail Postage Paid At . . .”

or, as applicable,

“Periodicals Mail Postage Paid At . . .
 And Additional Mailing Offices.”

Note: Under DMM C200.12.3, the simplified endorsement “PERIODICALS MAIL” may be placed on the package label (facing slip) in lieu of either of the above.

294.42 Sacking and Labeling

294.421 Country Sacks and Labels (Except Canada)

Publishers' periodicals must be sacked and labeled when there are 11 pounds of mail to a particular country or country separation. All city and country packages must be included in the same country sack. See [Exhibit 294.42](#) for separations, city, and routing ZIP Codes. Each sack must be labeled to show the destination, contents (“NEWS” or “PER”), and entry post office as follows:

Label color: Blue

Format:

Line 1: Destination exchange office code and routing ZIP Code for applicable USPS exchange office

Line 2: Contents (“NEWS” or “PER”) and “AO”

Line 3: City and state of post office of mailing and ZIP Code

Example:

TAN CHINA	945
PER AO	
ALEXANDRIA VA 22315	

Note: More than one separation is required for China, Great Britain, and Japan (see [Exhibit 294.42](#)). When publishers' periodicals are mailed to those destination countries, the label should reflect the destination exchange office name along with the city code and the country name.

Example:

PEK BEIJING CHINA	945
PER AO	
ALEXANDRIA VA 22315	

294.422 Residual Sacks

After the required country sacks are prepared, the remaining city, country, and residual packages must be sacked and labeled to the international exchange office as directed by the entry post office. Each sack must be labeled as follows:

Label color: Pink

Format:

Line 1: International exchange office and routing ZIP Code for applicable USPS exchange office

Line 2: Contents (“NEWS” or “PER”), “AO” and “Mixed Working Foreign”

Line 3: City and state of post office of mailing and ZIP Code

Example:

FOREIGN CTR NJ	099
NEWS AO MIXED WORKING FOREIGN	
ALEXANDRIA VA 22315	

Note: See 294.62 for a sacking exception for residual mail that is applicable only to publishers or registered news agents who drop ship their mail at the New Jersey International and Bulk Mail Center (NJI&BMC).

Exhibit 294.42 (p. 1)

Publishers' Periodicals — All Countries (Except Canada) Labeling and Routing Information

Destination Exchange Office Code	Country	Routing Code	Observations
KBL	Afghanistan	099	Surface mail service suspended.
TIA	Albania	099	
ALG	Algeria	099	
	Andorra		Include with Spain.
LOB	Angola	099	
	Anguilla		See Netherlands Antilles .
AAJ	Antigua and Barbuda	099	Include Redonda.
BUE	Argentina	099	
EVN	Armenia	099	
AUA	Aruba	099	
	Ascension Islands		Include with Great Britain.
SYD	Australia	099	From Origin ZIP Codes 004–269.
SYD	Australia	945	From Origin ZIP Codes 270–999.
SZG	Austria	099	
BAK	Azerbaijan	099	
	Azores		Include with Portugal.
NAS	Bahamas	099	
AAM	Bahrain	099	
	Balearic Islands		Include with Spain.
CGP	Bangladesh	099	
BGI	Barbados	099	
MSQ	Belarus	099	
ANX	Belgium	099	
BZE	Belize	099	
COU	Benin	099	Include Dahomey.
BDA	Bermuda	099	
	Bhutan		Include with India.
LPB	Bolivia	099	
	Bonaire		See Netherlands Antilles .
SJJ	Bosnia-Herzegovina	099	
	Botswana		Include with South Africa.
RIO	Brazil	099	
RAD	British Virgin Islands	099	
BWN	Brunei Darussalam	945	
SOF	Bulgaria	099	
OUA	Burkina Faso	099	
RGN	Burma (Myanmar)	945	
AGC	Burundi	099	
AGO	Cambodia	099	
DLA	Cameroon	099	
	Canada		See Exhibit 294.43a (standard entry) or Exhibit 294.43b (drop shipment at NJI & BMC).

Exhibit 294.42 (p. 2)

Publishers' Periodicals — All Countries (Except Canada) Labeling and Routing Information

Destination Exchange Office Code	Country	Routing Code	Observations
	Canary Islands		Include with Spain.
VXE	Cape Verde	099	
GCM	Cayman Islands	099	
BGF	Central African Republic	099	
	Chad		Surface mail suspended.
SCQ	Chile	099	
BJS	Beijing, China	945	Beijing only.
TSN	China	945	All other China, Tibet, and Mongolia.
BOG	Colombia	099	
	Comoros		Include with France.
FIH	Congo, Democratic Rep. (Kinshasa)	099	
PDN	Congo, Rep. of the (Brazzaville)	099	
RAR	Cook Islands	945	
	Corsica		Include with France.
SJD	Costa Rica	099	
ABJ	Cote d'Ivoire (Ivory Coast)	099	
ZAG	Croatia	099	
HAV	Cuba	099	
	Curacao		Include with Netherlands Antilles.
LMS	Cyprus	099	
PRG	Czech Republic	099	
AAL	Denmark	099	Include Faroe Islands and Greenland.
JIB	Djibouti	099	
DOM	Dominica	099	
SDQ	Dominican Republic	099	
	Dubai		Include with United Arab Emirates.
GYE	Ecuador	099	
ALY	Egypt	099	
SAL	El Salvador	099	
	England		See Great Britain.
BSG	Equatorial Guinea	099	
MSW	Eritrea	099	
TLL	Estonia	099	
ADD	Ethiopia	099	
	Falkland Islands		Include with Great Britain.
	Faroe Islands		Include with Denmark.
SUV	Fiji	945	Include Kiribati and Tuvalu.
HEL	Finland	099	
MRS	France	099	Include Comoros, Monaco, and Corsica.
CAY	French Guiana	099	
PPT	French Polynesia	945	Include Tahiti.

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Publishers' Periodicals — All Countries (Except Canada) Labeling and Routing Information

Destination Exchange Office Code	Country	Routing Code	Observations
LBV	Gabon	099	
BJL	Gambia	099	
TBS	Georgia, Republic of	099	
HAM	Germany	099	
ACC	Ghana	099	
GIB	Gibraltar	099	
	Great Britain and Northern Ireland:		
GBR	Great Britain	099	England (except London), Wales, Isle of Man, Channel Islands, Jersey Islands, Ascension, Falkland Islands, and Seychelles.
LON	London	099	London only.
GLA	Scotland	099	Scotland only.
BFS	Northern Ireland	099	Northern Ireland only.
AHN	Greece	099	
	Greenland		Include with Denmark.
SGO	Grenada	099	
PTP	Guadeloupe	099	Include St. Martin and St. Barthelemy.
GUA	Guatemala	099	
CKY	Guinea	099	
	Guinea-Bissau		Include with Portugal. Surface mail service suspended.
GEO	Guyana	099	
PAP	Haiti	099	
TGU	Honduras	099	
HKG	Hong Kong	099	From Origin ZIP Codes 004–269; include Kowloon and North Korea.
HKG	Hong Kong	945	From Origin ZIP Codes 270–999; include Kowloon and North Korea.
BUD	Hungary	099	
REK	Iceland	099	
BOF	India	099	From Origin ZIP Codes 004–269; include Bhutan.
BOF	India	945	From Origin ZIP Codes 270–999; include Bhutan.
TNS	Indonesia	945	
THR	Iran	099	
BGW	Iraq	099	Surface mail suspended. Other services restricted.
AHE	Ireland	099	
HFA	Israel	099	
GOA	Italy	099	Include San Marino.
KIN	Jamaica	099	
KWS	Tokyo, Japan	099	From Origin ZIP Codes 004–269; include Okinawa and Ryukyu Islands.
KWS	Yokohama, Japan	945	From Origin ZIP Codes 270–999; include Okinawa and Ryukyu Islands.

Exhibit 294.42 (p. 4)

Publishers' Periodicals — All Countries (Except Canada) Labeling and Routing Information

Destination Exchange Office Code	Country	Routing Code	Observations
AMM	Jordan	099	
	Kampuchea		See Cambodia .
ALA	Kazakhstan	099	
MBA	Kenya	099	
	Kiribati		Include with Fiji.
	Korea, Democratic People's Rep. of (North Korea)		Include with Hong Kong.
PUS	Korea, Republic of (South Korea)	099	From Origin ZIP Codes 004–269.
PUS	Korea, Republic of (South Korea)	945	From Origin ZIP Codes 270–999.
	Kowloon		Include with Hong Kong.
KWI	Kuwait	099	
	Kyrgyzstan		Include with Russia.
VTE	Laos	945	
RIX	Latvia	099	
	Lebanon		Surface mail suspended.
	Lesotho		Include with South Africa.
	Liberia		Surface mail service suspended.
TIP	Libya	099	
	Liechtenstein		Include with Switzerland.
VNO	Lithuania	099	
LUX	Luxembourg	099	
MFM	Macao	945	
SKP	Macedonia	099	
TNR	Madagascar	099	
FNC	Madeira Islands	099	
LMB	Malawi	099	
KUL	Malaysia	945	
	Maldives		Include with Singapore.
BKO	Mali	099	
MLA	Malta	099	
FDF	Martinique	099	
	Mauritania		Include with Senegal.
MRU	Mauritius	099	
MEX	Mexico	753	
KIV	Moldova	099	
	Monaco		Include with France.
	Mongolia		Include with China.
	Montenegro		See Serbia-Montenegro .
MNI	Montserrat	099	
CAS	Morocco	099	
MPM	Mozambique	099	
	Namibia		Include with South Africa.

Exhibit 294.42 (p. 5)

Publishers' Periodicals — All Countries (Except Canada) Labeling and Routing Information

Destination Exchange Office Code	Country	Routing Code	Observations
ACW	Nauru	945	
KTM	Nepal	099	
RTM	Netherlands	099	
SXM	Netherlands Antilles (Philipsburg)	099	Saba, St. Eustatius, St. Maarten, and Anguilla.
WMS	Netherlands Antilles (Willemstad)	099	Bonaire and Curacao.
NOU	New Caledonia	945	Include Wallis and Futuna Islands.
	New Hebrides		Include with Vanuatu.
AKL	New Zealand	099	From Origin ZIP Codes 004–269; include Pitcairn Island, Niue Islands, and Ross Dependency.
AKL	New Zealand	945	From Origin ZIP Codes 270–999; include Pitcairn Island, Niue Islands, and Ross Dependency.
MGA	Nicaragua	099	
MFQ	Niger	099	
LOS	Nigeria	099	
	Niue Islands		Include with New Zealand.
	Northern Ireland		See Great Britain .
OSL	Norway	099	
	Okinawa		Include with Japan.
MCT	Oman	099	
KHI	Pakistan	099	
ROR	Palau	945	
PTY	Panama	099	
LAE	Papua New Guinea	945	
ASU	Paraguay	099	
LIM	Peru	099	
MNL	Philippines	099	From Origin ZIP Codes 004–269.
MNL	Philippines	945	From Origin ZIP Codes 270–999.
	Pitcairn Island		Include with New Zealand.
GYN	Poland	099	
LIS	Portugal	099	Include Azores, Guinea-Bissau, and Sao Tome and Principe.
DOH	Qatar	099	
	Redonda		Include with Antigua and Barbuda.
RUN	Reunion	099	
CND	Romania	099	
	Ross Dependency		Include with New Zealand.
MOW	Russia	099	Include Kyrgystan, Tajikistan, and Turkmenistan.
KGL	Rwanda	099	
	Ryukyu Islands		Include with Japan.
	Saba		Include with Netherlands Antilles.
	St. Barthelemy		Include with Guadeloupe.
SKB	St. Christopher (St. Kitts) and Nevis	099	
	St. Eustatius		Include with Netherlands Antilles.

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Publishers' Periodicals — All Countries (Except Canada) Labeling and Routing Information

Destination Exchange Office Code	Country	Routing Code	Observations
SLU	St. Helena	099	Include with South Africa.
	St. Lucia		
	St. Maarten		Include with Netherlands Antilles.
	St. Martin		Include with Guadeloupe.
	St. Pierre and Miquelon		See labeling requirements for Canada — Exhibit 294.43a (standard entry) or Exhibit 294.43b (drop shipment at NJI & BMC).
SVD	St. Vincent and the Grenadines	099	
	San Marino		Include with Italy.
	Santa Cruz Islands		Include with Solomon Islands.
	Sao Tome and Principe		Include with Portugal.
QDM	Saudi Arabia	099	
	Scotland		See Great Britain .
DKR	Senegal	099	Include Mauritania.
BEG	Serbia-Montenegro (Yugoslavia)	099	Include Serbia, Montenegro, and Yugoslavia.
	Seychelles		Include with Great Britain.
FNA	Sierra Leone	099	
SIN	Singapore	099	From Origin ZIP Codes 004–269; include Maldives.
SIN	Singapore	945	From Origin ZIP Codes 270–999; include Maldives.
BTS	Slovak Republic (Slovakia)	099	
LJU	Slovenia	099	
HIR	Solomon Islands	945	Include Santa Cruz Islands.
	Somalia		All mail service suspended.
CPF	South Africa	099	Include Botswana, Lesotho, Namibia, Transkei, St. Helena, and Tristan da Cunha.
BCN	Spain	099	Include Andorra, Canary Islands, and Balearic Islands.
CMB	Sri Lanka	099	
KRT	Sudan	099	
PBM	Suriname	099	
QMN	Swaziland	099	
MMA	Sweden	099	
BSL	Switzerland	099	Include Liechtenstein.
DAM	Syrian Arab Republic (Syria)	099	
	Tahiti		Include with French Polynesia.
TPE	Taiwan	099	From Origin ZIP Codes 004–269.
TPE	Taiwan	945	From Origin ZIP Codes 270–999.
	Tajikistan		Include with Russia.
DAR	Tanzania	099	Include Zanzibar.
BKK	Thailand	945	
	Tibet		Include with China.
LFW	Togo	099	
TBU	Tonga	945	

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Publishers' Periodicals — All Countries (Except Canada) Labeling and Routing Information

Destination Exchange Office Code	Country	Routing Code	Observations
	Transkei		Include with South Africa.
POS	Trinidad and Tobago	099	
	Tristan da Cunha		Include with South Africa.
TUN	Tunisia	099	
IST	Turkey	099	
	Turkmenistan		Include with Russia.
GDT	Turks and Caicos Islands	099	
	Tuvalu		Include with Fiji.
EBB	Uganda	099	
ODS	Ukraine	099	
DXB	United Arab Emirates	099	Abu Dhabi and Dubai.
	United Kingdom		See Great Britain .
MVD	Uruguay	099	
TAS	Uzbekistan	099	
VLI	Vanuatu	945	Include New Hebrides.
VCS	Vatican City	099	
CCS	Venezuela	099	
SGN	Vietnam	945	
	Wales		Include with Great Britain.
	Wallis and Futuna Islands		Include with New Caledonia.
APW	Western Samoa	945	
SAH	Yemen	099	North and South Yemen.
	Yugoslavia		See Serbia-Montenegro .
LVI	Zambia	099	
	Zanzibar		See Tanzania .
BUQ	Zimbabwe	099	

Routing Identification Information:

099 Foreign Mail Center NJ 099 (NJI & BMC)
 945 Oakland CA 945
 798 El Paso TX 798
 753 ISC Dallas TX 753
 856 Tucson AZ 856
 920 San Diego CA 920

294.43 Canadian Sacks

Sacks of publishers' periodicals for delivery in Canada must be sorted by the Canadian post code designations that are specified in [Exhibit 294.43a](#) (standard entry) or [Exhibit 294.43b](#) (drop shipment at NJI&BMC) and labeled in the following manner:

Label color: White or Terra-Cotta

Format:

Line 1: Name of destination office in Canada is left-justified; routing ZIP

Code for applicable USPS exchange office is right-justified

Line 2: Content designation (i.e., "NEWS" or "PER") followed by "AO"

Line 3: City, state, and ZIP Code of U.S. post office of mailing

Example:

OTTAWA ON FWD	099
PER AO	
BETHESDA MD 20815	

Residual mail for Canada is prepared under 294.422, except it is labeled to the local concentration center. See 294.62 for a sacking exception for residual mail that is only applicable to publishers or registered news agents who drop ship their mail at the New Jersey International and Bulk Mail Center (NJI&BMC).

Exhibit 294.43a

Publishers' Periodicals — Canada Labeling and Routing Information (Standard Entry)

Postal Code	City and/or Province	Origin Area by ZIP Code	Orange/Terra Cotta Label (Including Routing Code)
A	Newfoundland	All	N SYDNEY TL NS (NF) FWD 099
B	Nova Scotia	All	HALIFAX NS FWD 099
C E	Prince Edward Is New Brunswick	All	SAINT JOHN NB FWD 099
G0–G8	Quebec	All	QUEBEC QC FWD 099
H1–H9 J4	Montreal Quebec (Include St. Pierre and Miquelon)	All	MONTREAL CNTREVLLE QC 099
G9, H0, J0–J3, J5–J9, Uncoded	Quebec	All	MONTREAL STLAU QC FWD 099
K0–K8	Ontario	004–129, 137–139, 169–249, 254, 267–268, 270–297, 376	OTTAWA ON FWD 099
		130–136, 140–168, 260–266, 439–447	OTTAWA ON FWD 140
		Other Origins	OTTAWA ON FWD 48399
L2, L7–L9, N3	Ontario	All	HAMILTON ON FWD 140
K9, L0–L1, L3–L6, Uncoded	Ontario	004–249, 254, 260–268, 270–297, 376, 439–447	TORONTO WLPP ON FWD 140
		Other Origins	TORONTO WLPP ON FWD 48399
M1–M9	Ontario	004–249, 254, 260–268, 270–297, 376, 439–447	TORONTO SCLPP ON 140
		Other Origins	TORONTO SCLPP ON 48399
N	Ontario	004–249, 254, 260–268, 270–297, 376, 439–447	LONDON ON FWD 140
		Other Origins	LONDON ON FWD 48399
P	Ontario	004–249, 254, 260–268, 270–297, 376, 439–447	TORONTO WLPP ON FWD 140
		498–499, 540–564	WINNIPEG MB FWD 568
		Other Origins	TORONTO WLPP ON FWD 48399
R	Manitoba	All	WINNIPEG MB FWD 568
S	Saskatchewan	All	REGINA SK FWD 568
T0A–T0J, TON–T0Z, T5–T9	Alberta	835, 838, 889–891, 894–897, 900–908, 910–928, 930–978, 980–999	EDMONTON AB 98000
		Other Origins	EDMONTON AB 568
Other "T," Uncoded	Alberta	835, 838, 889–891, 894–897, 900–908, 910–928, 930–978, 980–999	CALGARY AB FWD 98000
		Other Origins	CALGARY AB FWD 568
V	British Columbia	All	VANCOUVER BC FWD 98000
X	Northwest Territories	004–249, 254, 260–268, 270–297, 376, 439–447	MONTREAL STLAU QC FWD 099
		835, 838, 889–891, 894–897, 900–908, 910–928, 930–978, 980–999	EDMONTON AB 98000
		Other Origins	EDMONTON AB 568
Y	Yukon	835, 838, 889–891, 894–897, 900–908, 910–928, 930–978, 980–999	VANCOUVER BC FWD 98000
		Other Origins	EDMONTON AB 568

Routing Code Identification:

099 Foreign Mail Center NJ 099 (NJI and BMC)
 140 Buffalo NY
 48399 Detroit MI
 568 St. Paul MN
 98000 BMC Seattle WA

Exhibit 294.43b

**Publishers' Periodicals — Canada Labeling and Routing Information
(Drop Shipment at NJI&BMC)**

Postal Code	City and/or Province	Orange/Terra Cotta Label (Including Routing Code)
A	Newfoundland	N SYDNEY TL NS (NF) FWD 099
B	Nova Scotia	HALIFAX NS FWD 099
C E	Prince Edward Is New Brunswick	SAINT JOHN NB FWD 099
G0–G8	Quebec	QUEBEC QC FWD 099
H1–H9 J4	Montreal Quebec (Include St. Pierre and Miquelon)	MONTREAL CNTREVLLE QC 099
G9, H0, J0–J3, J5–J9, Uncoded	Quebec	MONTREAL STLAU QC FWD 099
K0–K8	Ontario	OTTAWA ON FWD 140
L2, L7–L9, N3	Ontario	HAMILTON ON FWD 140
K9, L0–L1, L3–L6, Uncoded	Ontario	TORONTO WLPP ON FWD 140
M1–M9	Ontario	TORONTO SCLPP ON 140
N	Ontario	LONDON ON FWD 140
P	Ontario	TORONTO WLPP ON FWD 140
R	Manitoba	WINNIPEG MB FWD 568
S	Saskatchewan	REGINA SK FWD 568
T0A–T0J, T0N–T0Z, T5–T9	Alberta	EDMONTON AB 98000
Other "T," Uncoded	Alberta	CALGARY AB FWD 98000
V	British Columbia	VANCOUVER BC FWD 98000
X	Northwest Territories	MONTREAL STLAU QC FWD 099
Y	Yukon	VANCOUVER BC FWD 98000

Routing Identification Information:

099 Foreign Mail Center NJ 099 (NJI and BMC)
 140 Buffalo NY
 568 St. Paul MN
 98000 BMC Seattle WA

294.44 **Physical Characteristics and Requirements for Sacks**

Sacks must meet these requirements:

- Maximum Weight.** No more than 66 pounds of mail may be placed in any one sack. The weight of tying, wrapping, and packaging materials is included in determining the weight of the mail enclosed in a sack.
- Sacks.** Disposable gray plastic sacks are recommended, however, other appropriate equipment may be provided by the post office.
- Labels.** Handbook PO-423, *Requisitioning Labels*, contains instructions for ordering labels. Mailers may also preprint labels if they are of the colors specified and used by the Postal Service.

294.5 Customs Forms Required

Printed matter known to be dutiable in the country of destination must have a green customs label (PS Form 2976) affixed to the address side of the articles. (See 123 for detailed requirements for customs documentation.) This requirement is applicable to dutiable printed matter mailed in a direct sack (M-bags) (see 260).

294.6 Mailing Locations

294.61 Standard Entry

Surface mail that is entered at publishers' periodicals rates must be prepared in accordance with the provisions of 244.5 and tendered at a post office or other location that has been designated by the local postmaster.

294.62 Drop Shipment

A publisher or registered news agent who deposits publishers' periodicals directly at the New Jersey International & Bulk Mail Center (NJI&BMC), under a drop shipment authorization, is eligible for a \$0.25 per pound postage rate discount, when the following conditions of entry are met:

- a. The mailer must obtain a drop shipment authorization (PS Form 8125, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance*) from the post office of original/additional entry, the business mail entry unit (BMEU), or the detached mail unit (DMU) where their mailing records are maintained.
- b. The mailer must bring their sorted publishers' periodicals to the postal location referenced in 294.62a, where USPS acceptance employees will check the statement of mailing to ensure proper application of the \$0.25 per pound drop ship discount; confirm funds availability; and verify compliance with the prescribed mail makeup requirements.
- c. Publishers' periodicals that are to be drop shipped at the NJI&BMC are subject to the mail makeup requirements contained in 294.41 and 294.42, except as specified below.

Exception: A drop shipment customer who has fewer than 11 pounds of publishers' periodicals for a particular country or country separation is required to place those residual mailpieces into a country-specific "skin" sack rather than aggregating them into a mixed working foreign sack, as specified in 294.422. Residual bundles or packages that are placed into a skin sack are subject to the sorting, sacking, and labeling requirements for country sacks that are contained in 294.41 (except 294.41c) and 294.421, for all countries, except Canada, and in 294.43, for Canada only.

- d. A publisher or agent who has a minimum of 250 pounds of mail for a single destination country may dispense with the use of sacks by placing the requisite presorted bundles or packages onto a strapped or shrink-wrapped pallet. To be admissible, a palletized load of discounted publishers' periodicals must conform to the mailing standards contained in DMM M041; adhere to the mail preparation requirements referenced

in DMM M045, and be placarded (labeled) in accordance with the provisions of DMM M031.4.0.

- e. Once the acceptance process is completed, the verified mailpieces and accompanying paperwork will be turned back to the publisher or agent who will transport the sacks or pallets to the NJI&BMC. Prior to bringing their mail to that postal facility, the publisher or agent must schedule a drop shipment appointment through the appropriate appointment control center as specified in DMM E652.3.4. The relevant statement of mailing and drop shipment authorization (i.e., PS Form 8125) must be presented at the time of entry.
- f. Publishers' periodicals that are enclosed in direct sacks of printed matter to one addressee (M-bags) are *not* subject to the \$0.25 per pound postage discount that is referenced in this section. See 262.2 for the postage payment procedures governing M-bags.

295 Books and Sheet Music

295.1 Description

295.11 Definition

This classification encompasses:

- a. Books (including books issued to supplement other books) that have the following characteristics:
 - (1) Eight or more printed pages.
 - (2) Consist wholly of reading matter or scholarly bibliography, or reading matter with incidental blank spaces for notations.
 - (3) Contains no advertising matter other than incidental announcements of books, in the form of book pages, and other bound and loose enclosures that are permissible under the provisions of DMM E713.2.3. Advertising includes paid advertising and publishers' own advertising in display, classified, or editorial style.
- b. Printed sheet music.

295.12 Minimum Entry Requirements

To use the economy (surface) books and sheet music classification, the mailer must tender at least 200 pieces or 50 pounds of mail matter that conforms to the content description in 295.11. The minimum weight requirement can be met by entering (1) individually addressed mailpieces that have a combined weight of 50 pounds or more; or (2) individually addressed mailpieces, plus one or more M-bags, that have a combined weight of 50 pounds or more. See 262.12 for a regulatory exception that relates to the mailing of M-bags that contain books and sheet music.

295.2 **Postage**295.21 **Rates**

See the Individual Country Listings for the economy (surface) postage rates that are applicable to books and sheet music mailings.

295.22 **Postage Payment Methods**295.221 **General**

- a. Identical-weight mailpieces can be paid for by (1) affixing meter stamps to the packaging or (2) using an authorized permit imprint. When postage is paid through an advance deposit account, the mailer must complete PS Form 3651-LP, *Postage Statement - International Letter-post Permit Imprint*.
- b. Nonidentical weight mailpieces must have meter stamps affixed to the packaging unless the mailer is authorized to use a Manifest Mail System (MMS) as specified in DMM P710.

295.222 **M-Bags**

M-bags that contain books or sheet music can be paid for by (1) affixing meter stamps or a postage validation imprinter (PVI) label to PS Tag 158, *M-Bag Addressee Tag*, or (2) using an authorized permit imprint and paying postage through an advance deposit account. When M-bag postage is paid through an advance deposit account, the mailer must complete PS Form 3651-M, *Postage Statement - International M-Bag – Permit Imprint*.

295.3 **Weight and Size Limits**295.31 **Weight Limit**

The weight limit for individually addressed items is 4 pounds.

295.32 **Size Limits**295.321 **Envelopes and Packages**

- a. Minimum length and height: 5-1/2 x 3-1/2 inches.
- b. Minimum depth (thickness): .007 inch.
- c. Maximum length: 24 inches.
- d. Maximum length, height, depth (thickness) combined: 36 inches.

295.322 **Rolls**

- a. Minimum length: 4 inches.
- b. Minimum length plus twice the diameter combined: 6-3/4 inches.
- c. Maximum length: 36 inches.
- d. Maximum length plus twice the diameter combined: 42 inches.

295.4 **Makeup Requirements for Books and Sheet Music**295.41 **Endorsements**

The sender must endorse the address side “BOOKS” or “SHEET MUSIC” on all items containing books or sheet music and paid at those rates.

295.42 Sortation

Books and sheet music must be sorted into country packages as follows:

- a. Country packages must be prepared when six or more copies are addressed to the same country. Packages may be prepared according to foreign alphanumeric postal codes. Each package must bear a facing slip showing the country of destination. Packages that destinate in Canada must be prepared using the Canadian postal codes that are specified in [Exhibit 295.44](#). At the mailer's option, a finer presort based on Canadian postal codes may be used.
- b. Copies remaining after country packages are prepared are residual copies. Residual copies must be packaged and bear a facing slip marked "MIXED WORKING FOREIGN." The packages must be labeled to the appropriate international exchange office or, for Canada-bound mail, a concentration center as instructed by the post office of mailing.
- c. All pieces in a package must have the address side facing up. Each package must be securely banded or tied with rubber bands or string to withstand handling without breakage or damage and to prevent injury to postal personnel or damage to sorting equipment.

295.43 Sacking and Labeling**295.431 Country Sacks and Labels (Except Canada)**

Books and sheet music must be sacked and labeled when there are 11 pounds of mail to a particular country or country separation. All country packages must be included in the same country sack. See [Exhibit 295.43](#) for separations, city, and routing ZIP Codes. Each sack must be labeled to show the destination, contents, and entry post office as follows:

Label color: Blue

Format:

Line 1: Destination exchange office code and country routing ZIP Code

Line 2: Contents "AO"

Line 3: City and state of post office of mailing and ZIP Code

Example:

TAN CHINA	945
AO	
ALEXANDRIA VA 22315	

Note: More than one separation is required for China, Great Britain, and Japan (see [Exhibit 295.43](#)). When mailpieces containing books or sheet music are mailed to those destination countries, the label should reflect the destination exchange office name along with the city code and the country name.

Example:

PEK BEIJING CHINA	945
AO	
ALEXANDRIA VA 22315	

295.432 Residual Sacks

After the required country sacks are prepared, residual packages must be sacked and labeled to the international exchange office as directed by the entry post office. Each sack must be labeled as follows:

Label color: Pink

Format:

Line 1: International exchange office and routing ZIP Code

Line 2: Contents "AO" and "Mixed Working Foreign"

Line 3: City and state of post office of mailing and ZIP Code

Example:

FOREIGN CTR NJ	099
AO MIXED WORKING FOREIGN	
ALEXANDRIA VA 22315	

Exhibit 295.43 (p. 1)

Books and Sheet Music — All Countries (Except Canada) Labeling and Routing Information

Destination Exchange Office Code	Country	Routing Code	Observations
KBL	Afghanistan	099	Surface mail service suspended.
TIA	Albania	099	
ALG	Algeria	099	
	Andorra		Include with Spain.
LOB	Angola	099	
	Anguilla		See Netherlands Antilles .
AAJ	Antigua and Barbuda	099	Include Redonda.
BUE	Argentina	099	
EVN	Armenia	099	
AUA	Aruba	099	
	Ascension Islands		Include with Great Britain.
SYD	Australia	099	From Origin ZIP Codes 004–269.
SYD	Australia	945	From Origin ZIP Codes 270–999.
SZG	Austria	099	
BAK	Azerbaijan	099	
	Azores		Include with Portugal.
NAS	Bahamas	099	
AAM	Bahrain	099	
	Balearic Islands		Include with Spain.
CGP	Bangladesh	099	
BGI	Barbados	099	
MSQ	Belarus	099	
ANX	Belgium	099	
BZE	Belize	099	
COU	Benin	099	Include Dahomey.
BDA	Bermuda	099	
	Bhutan		Include with India.
LPB	Bolivia	099	
	Bonaire		See Netherlands Antilles .
SJJ	Bosnia-Herzegovina	099	
	Botswana		Include with South Africa.
RIO	Brazil	099	
RAD	British Virgin Islands	099	
BWN	Brunei Darussalam	945	
SOF	Bulgaria	099	
OUA	Burkina Faso	099	
RGN	Burma (Myanmar)	945	
AGC	Burundi	099	
AGO	Cambodia	099	
DLA	Cameroon	099	
	Canada		See Exhibit 295.44 .

Exhibit 295.43 (p. 2)

Books and Sheet Music — All Countries (Except Canada) Labeling and Routing Information

Destination Exchange Office Code	Country	Routing Code	Observations
	Canary Islands		Include with Spain.
VXE	Cape Verde	099	
GCM	Cayman Islands	099	
BGF	Central African Republic	099	
	Chad		Surface mail suspended.
SCQ	Chile	099	
BJS	Beijing, China	945	Beijing only.
TSN	China	945	All other China, Tibet, and Mongolia.
BOG	Colombia	099	
	Comoros		Include with France.
FIH	Congo, Democratic Rep. (Kinshasa)	099	
PDN	Congo, Rep. of the (Brazzaville)	099	
RAR	Cook Islands	945	
	Corsica		Include with France.
SJD	Costa Rica	099	
ABJ	Cote d'Ivoire (Ivory Coast)	099	
ZAG	Croatia	099	
HAV	Cuba	099	
	Curacao		Include with Netherlands Antilles.
LMS	Cyprus	099	
PRG	Czech Republic	099	
AAL	Denmark	099	Include Faroe Islands and Greenland.
JIB	Djibouti	099	
DOM	Dominica	099	
SDQ	Dominican Republic	099	
	Dubai		Include with United Arab Emirates.
GYE	Ecuador	099	
ALY	Egypt	099	
SAL	El Salvador	099	
	England		See Great Britain .
BSG	Equatorial Guinea	099	
MSW	Eritrea	099	
TLL	Estonia	099	
ADD	Ethiopia	099	
	Falkland Islands		Include with Great Britain.
	Faroe Islands		Include with Denmark.
SUV	Fiji	945	Include Kiribati and Tuvalu.
HEL	Finland	099	
MRS	France	099	Include Comoros, Monaco, and Corsica.
CAY	French Guiana	099	
PPT	French Polynesia	945	Include Tahiti.

Exhibit 295.43 (p. 3)

Books and Sheet Music — All Countries (Except Canada) Labeling and Routing Information

Destination Exchange Office Code	Country	Routing Code	Observations
LBV	Gabon	099	
BJL	Gambia	099	
TBS	Georgia, Republic of	099	
HAM	Germany	099	
ACC	Ghana	099	
GIB	Gibraltar	099	
	Great Britain and Northern Ireland:		
GBR	Great Britain	099	England (except London), Wales, Isle of Man, Channel Islands, Jersey Islands, Ascension, Falkland Islands, and Seychelles.
LON	London	099	London only.
GLA	Scotland	099	Scotland only.
BFS	Northern Ireland	099	Northern Ireland only.
AHN	Greece	099	
	Greenland		Include with Denmark.
SGO	Grenada	099	
PTP	Guadeloupe	099	Include St. Martin and St. Barthelemy.
GUA	Guatemala	099	
CKY	Guinea	099	
	Guinea-Bissau		Include with Portugal. Surface mail service suspended.
GEO	Guyana	099	
PAP	Haiti	099	
TGU	Honduras	099	
HKG	Hong Kong	099	From Origin ZIP Codes 004–269; include Kowloon and North Korea.
HKG	Hong Kong	945	From Origin ZIP Codes 270–999; include Kowloon and North Korea.
BUD	Hungary	099	
REK	Iceland	099	
BOF	India	099	From Origin ZIP Codes 004–269; include Bhutan.
BOF	India	945	From Origin ZIP Codes 270–999; include Bhutan.
TNS	Indonesia	945	
THR	Iran	099	
BGW	Iraq	099	Surface mail suspended. Other services restricted.
AHE	Ireland	099	
HFA	Israel	099	
GOA	Italy	099	Include San Marino.
KIN	Jamaica	099	
KWS	Tokyo, Japan	099	From Origin ZIP Codes 004–269; include Okinawa and Ryukyu Islands.
KWS	Yokohama, Japan	945	From Origin ZIP Codes 270–999; include Okinawa and Ryukyu Islands.

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Books and Sheet Music — All Countries (Except Canada) Labeling and Routing Information

Destination Exchange Office Code	Country	Routing Code	Observations
AMM	Jordan	099	
	Kampuchea		See Cambodia .
ALA	Kazakhstan	099	
MBA	Kenya	099	
	Kiribati		Include with Fiji.
	Korea, Democratic People's Rep. of (North Korea)		Include with Hong Kong.
PUS	Korea, Republic of (South Korea)	099	From Origin ZIP Codes 004–269.
PUS	Korea, Republic of (South Korea)	945	From Origin ZIP Codes 270–999.
	Kowloon		Include with Hong Kong.
KWI	Kuwait	099	
	Kyrgyzstan		Include with Russia.
VTE	Laos	945	
RIX	Latvia	099	
	Lebanon		Surface mail suspended.
	Lesotho		Include with South Africa.
	Liberia		Surface mail service suspended.
TIP	Libya	099	
	Liechtenstein		Include with Switzerland.
VNO	Lithuania	099	
LUX	Luxembourg	099	
MFM	Macao	945	
SKP	Macedonia	099	
TNR	Madagascar	099	
FNC	Madeira Islands	099	
LMB	Malawi	099	
KUL	Malaysia	945	
	Maldives		Include with Singapore.
BKO	Mali	099	
MLA	Malta	099	
FDF	Martinique	099	
	Mauritania		Include with Senegal.
MRU	Mauritius	099	
MEX	Mexico	753	
KIV	Moldova	099	
	Monaco		Include with France.
	Mongolia		Include with China.
	Montenegro		See Serbia-Montenegro .
MNI	Montserrat	099	
CAS	Morocco	099	
MPM	Mozambique	099	
	Namibia		Include with South Africa.

Exhibit 295.43 (p. 5)

Books and Sheet Music — All Countries (Except Canada) Labeling and Routing Information

Destination Exchange Office Code	Country	Routing Code	Observations
ACW	Nauru	945	
KTM	Nepal	099	
RTM	Netherlands	099	
SXM	Netherlands Antilles (Philipsburg)	099	Saba, St. Eustatius, St. Maarten, and Anguilla.
WMS	Netherlands Antilles (Willemstad)	099	Bonaire and Curacao.
NOU	New Caledonia	945	Include Wallis and Futuna Islands.
	New Hebrides		Include with Vanuatu.
AKL	New Zealand	099	From Origin ZIP Codes 004–269; include Pitcairn Island, Niue Islands, and Ross Dependency.
AKL	New Zealand	945	From Origin ZIP Codes 270–999; include Pitcairn Island, Niue Islands, and Ross Dependency.
MGA	Nicaragua	099	
MFQ	Niger	099	
LOS	Nigeria	099	
	Niue Islands		Include with New Zealand.
	Northern Ireland		See Great Britain .
OSL	Norway	099	
	Okinawa		Include with Japan.
MCT	Oman	099	
KHI	Pakistan	099	
ROR	Palau	945	
PTY	Panama	099	
LAE	Papua New Guinea	945	
ASU	Paraguay	099	
LIM	Peru	099	
MNL	Philippines	099	From Origin ZIP Codes 004–269.
MNL	Philippines	945	From Origin ZIP Codes 270–999.
	Pitcairn Island		Include with New Zealand.
GYN	Poland	099	
LIS	Portugal	099	Include Azores, Guinea-Bissau, and Sao Tome and Principe.
DOH	Qatar	099	
	Redonda		Include with Antigua and Barbuda.
RUN	Reunion	099	
CND	Romania	099	
	Ross Dependency		Include with New Zealand.
MOW	Russia	099	Include Kyrgystan, Tajikistan, and Turkmenistan.
KGL	Rwanda	099	
	Ryukyu Islands		Include with Japan.
	Saba		Include with Netherlands Antilles.
	St. Barthelemy		Include with Guadeloupe.
SKB	St. Christopher (St. Kitts) and Nevis	099	
	St. Eustatius		Include with Netherlands Antilles.

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Books and Sheet Music — All Countries (Except Canada) Labeling and Routing Information

Destination Exchange Office Code	Country	Routing Code	Observations
	St. Helena		Include with South Africa.
SLU	St. Lucia	099	
	St. Maarten		Include with Netherlands Antilles.
	St. Martin		Include with Guadeloupe.
	St. Pierre and Miquelon		See labeling requirements for Canada — Exhibit 295.44 .
SVD	St. Vincent and the Grenadines	099	
	San Marino		Include with Italy.
	Santa Cruz Islands		Include with Solomon Islands.
	Sao Tome and Principe		Include with Portugal.
QDM	Saudi Arabia	099	
	Scotland		See Great Britain .
DKR	Senegal	099	Include Mauritania.
BEG	Serbia-Montenegro (Yugoslavia)	099	Include Serbia, Montenegro, and Yugoslavia.
	Seychelles		Include with Great Britain.
FNA	Sierra Leone	099	
SIN	Singapore	099	From Origin ZIP Codes 004–269; include Maldives.
SIN	Singapore	945	From Origin ZIP Codes 270–999; include Maldives.
BTS	Slovak Republic (Slovakia)	099	
LJU	Slovenia	099	
HIR	Solomon Islands	945	Include Santa Cruz Islands.
	Somalia		All mail service suspended.
CPF	South Africa	099	Include Botswana, Lesotho, Namibia, Transkei, St. Helena, and Tristan da Cunha.
BCN	Spain	099	Include Andorra, Canary Islands, and Balearic Islands.
CMB	Sri Lanka	099	
KRT	Sudan	099	
PBM	Suriname	099	
QMN	Swaziland	099	
MMA	Sweden	099	
BSL	Switzerland	099	Include Liechtenstein.
DAM	Syrian Arab Republic (Syria)	099	
	Tahiti		Include with French Polynesia.
TPE	Taiwan	099	From Origin ZIP Codes 004–269.
TPE	Taiwan	945	From Origin ZIP Codes 270–999.
	Tajikistan		Include with Russia.
DAR	Tanzania	099	Include Zanzibar.
BKK	Thailand	945	
	Tibet		Include with China.
LFW	Togo	099	
TBU	Tonga	945	
	Transkei		Include with South Africa.
POS	Trinidad and Tobago	099	

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Books and Sheet Music — All Countries (Except Canada) Labeling and Routing Information

Destination Exchange Office Code	Country	Routing Code	Observations
	Tristan da Cunha		Include with South Africa.
TUN	Tunisia	099	
IST	Turkey	099	
	Turkmenistan		Include with Russia.
GDT	Turks and Caicos Islands	099	
	Tuvalu		Include with Fiji.
EBB	Uganda	099	
ODS	Ukraine	099	
DXB	United Arab Emirates	099	Abu Dhabi and Dubai.
	United Kingdom		See Great Britain .
MVD	Uruguay	099	
TAS	Uzbekistan	099	
VLJ	Vanuatu	945	Include New Hebrides.
VCS	Vatican City	099	
CCS	Venezuela	099	
SGN	Vietnam	945	
	Wales		Include with Great Britain.
	Wallis and Futuna Islands		Include with New Caledonia.
APW	Western Samoa	945	
SAH	Yemen	099	North and South Yemen.
	Yugoslavia		See Serbia-Montenegro .
LVI	Zambia	099	
	Zanzibar		See Tanzania .
BUQ	Zimbabwe	099	

Routing Identification Information:

099 Foreign Mail Center NJ 099 (NJI & BMC)
 945 Oakland CA 945
 798 El Paso TX 798
 753 ISC Dallas TX 753
 856 Tucson AZ 856
 920 San Diego CA 920

295.44 Canadian Sacks

Sacks of books or sheet music for delivery in Canada must be sorted by the Canadian post code designations that are specified in [Exhibit 295.44](#) and labeled in the following manner:

Label color: White or Terra-Cotta

Format:

Line 1: Name of destination office in Canada is left-justified; routing ZIP Code for applicable USPS exchange office is right-justified

Line 2: Content designation "AO"

Line 3: City, state, and ZIP Code of U.S. post office of mailing

Example:

OTTAWA ON FWD	099
AO	
BETHESDA MD 20815	

Residual mail for Canada is prepared under 295.432, except it is labeled to the local concentration center.

295.45 Physical Characteristics and Requirements for Sacks

Sacks must meet these requirements:

- a. *Maximum Weight.* No more than 66 pounds of mail may be placed in any one sack. The weight of tying, wrapping, and packaging materials is included in determining the weight of the mail enclosed in a sack.
- b. *Sacks.* Disposable gray plastic sacks are recommended; however, other appropriate equipment may be provided by the post office.
- c. *Labels.* Handbook PO-423, *Requisitioning Labels*, contains instructions for ordering labels. Mailers may also preprint labels if they are of the colors specified and used by the Postal Service.

295.5 Customs Forms Required

Printed matter known to be dutiable in the country of destination must have a green customs label (PS Form 2976) affixed to the address side of the articles. (See 123 for detailed requirements for customs documentation.) This requirement is applicable to dutiable printed matter mailed in a direct sack (M-bags).

Exhibit 295.44

Books and Sheet Music — Canada Labeling and Routing Information (Standard Entry)

Postal Code	City and/or Province	Origin Area by ZIP Code	Orange/Terra Cotta Label (Including Routing Code)
A	Newfoundland	All	N SYDNEY TL NS (NF) FWD 099
B	Nova Scotia	All	HALIFAX NS FWD 099
C E	Prince Edward Is New Brunswick	All	SAINT JOHN NB FWD 099
G0–G8	Quebec	All	QUEBEC QC FWD 099
H1–H9 J4	Montreal Quebec (Include St. Pierre and Miquelon)	All	MONTREAL CNTREVILLE QC 099
G9, H0, J0–J3, J5–J9, Uncoded	Quebec	All	MONTREAL STLAU QC FWD 099
K0–K8	Ontario	004–129, 137–139, 169–249, 254, 267–268, 270–297, 376	OTTAWA ON FWD 099
		130–136, 140–168, 260–266, 439–447	OTTAWA ON FWD 140
		Other Origins	OTTAWA ON FWD 48399
L2, L7–L9, N3	Ontario	All	HAMILTON ON FWD 140
K9, L0–L1, L3–L6, Uncoded	Ontario	004–249, 254, 260–268, 270–297, 376, 439–447	TORONTO WLPP ON FWD 140
		Other Origins	TORONTO WLPP ON FWD 48399
M1–M9	Ontario	004–249, 254, 260–268, 270–297, 376, 439–447	TORONTO SCLPP ON 140
		Other Origins	TORONTO SCLPP ON 48399
N	Ontario	004–249, 254, 260–268, 270–297, 376, 439–447	LONDON ON FWD 140
		Other Origins	LONDON ON FWD 48399
P	Ontario	004–249, 254, 260–268, 270–297, 376, 439–447	TORONTO WLPP ON FWD 140
		498–499, 540–564	WINNIPEG MB FWD 568
		Other Origins	TORONTO WLPP ON FWD 48399
R	Manitoba	All	WINNIPEG MB FWD 568
S	Saskatchewan	All	REGINA SK FWD 568
T0A–T0J, TON–T0Z, T5–T9	Alberta	835, 838, 889–891, 894–897, 900–908, 910–928, 930–978, 980–999	EDMONTON AB 98000
		Other Origins	EDMONTON AB 568
Other “T,” Uncoded	Alberta	835, 838, 889–891, 894–897, 900–908, 910–928, 930–978, 980–999	CALGARY AB FWD 98000
		Other Origins	CALGARY AB FWD 568
V	British Columbia	All	VANCOUVER BC FWD 98000
X	Northwest Territories	004–249, 254, 260–268, 270–297, 376, 439–447	MONTREAL STLAU QC FWD 099
		835, 838, 889–891, 894–897, 900–908, 910–928, 930–978, 980–999	EDMONTON AB 98000
		Other Origins	EDMONTON AB 568
Y	Yukon	835, 838, 889–891, 894–897, 900–908, 910–928, 930–978, 980–999	VANCOUVER BC FWD 98000
		Other Origins	EDMONTON AB 568

Routing Code Identification:

099 Foreign Mail Center NJ 099 (NJI and BMC)
 140 Buffalo NY
 48399 Detroit MI
 568 St. Paul MN
 98000 BMC Seattle WA

296 **(Reserved)**297 **International Customized Mail**297.1 **Description**

International Customized Mail (ICM) service is an international business mail service that is available only pursuant to an ICM service agreement between the Postal Service and a mailer meeting the requirements in 292. The Postal Service provides ICM service on a mailer-specific basis pursuant to the terms and conditions stipulated in a particular ICM service agreement.

297.2 **Qualifying Mailers**

To qualify for ICM service, a mailer must tender all of its ICM mail to the Postal Service and must be capable, on an annualized basis, of either:

- a. Tendering at least 1 million pounds of international letter-post mail (excluding Global Priority Mail) to the Postal Service, or paying at least \$2 million in international letter-post postage to the Postal Service.
- b. Tendering at least 600 pieces of international non-letter-post mail (including Global Priority Mail) to the Postal Service, or paying at least \$12,000 in international non-letter-post postage to the Postal Service.

297.3 **ICM Service Agreements**

Each ICM service agreement must set forth the following:

- a. The term of the agreement, including any renewal options.
- b. The type of mail to be tendered by the mailer.
- c. The destination country or countries.
- d. The services to be provided by the Postal Service, including any speed-of-delivery targets.
- e. Minimum volume commitments for each service.
- f. Postage and method of payment.
- g. Weight and size limits.
- h. Preparation requirements.
- i. Makeup requirements.
- j. Any other obligations of either party.
- k. The location from which the mailer is required to tender its items to the Postal Service.

297.4 **Postal Bulletin Notifications**

Within 30 days of entering into an ICM service agreement, the Postal Service must publish the following information about the agreement in the *Postal Bulletin*:

- a. The term of the agreement, including any renewal options.
- b. The type of mail involved.

- c. The destination country or countries.
- d. A brief description of each of the services to be provided by the Postal Service.
- e. Minimum volume commitments for each service.
- f. A brief description of any worksharing to be performed by the mailer.
- g. The agreed-upon rate for each service at the volume level committed to by the mailer.